

TOWN OF ATLANTIC BEACH, SOUTH CAROLINA

**AN ORDINANCE ADOPTING TRAVEL/TRAINING REGULATIONS FOR THE MAYOR
AND TOWN COUNCIL OF ATLANTIC BEACH, SC.**

WHEREAS, it is necessary from time to time for Council members of the Town to travel out of state for training purposes; and business training, business convention and conferences.

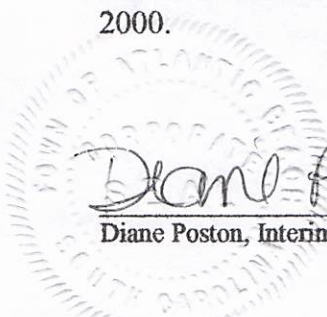
WHEREAS, it is in the best interest of the Town and its Council members to set forth written procedures regarding out of state travel.

NOW, THERE, BE IT ORDAINED by the Mayor and the Town Council of the Town of Atlantic Beach, South Carolina as follows:

1. With respect to instate travel by the Mayor and members of Town Council the per diem for expenses (excluding lodging) will be \$30.00 per day
2. With respect to all out-of-state travel by the Mayor and members of Town Council the following requirements shall be met and the following rules shall apply:
 - a. All out-of-state travel must be approved by the Town Council
 - b. The determination of which Council members attend out-of-state functions will be on a rotating basis with a maximum of two attendees per function.
 - c. The per diem for expenses (excluding lodging) will be \$75.00 per day.
 - d. All travel arrangements will be made by the Town Manager at least 30 days in advance.
 - e. Any Town Council member attending any meeting pursuant to this Ordinance must make an oral report to the Mayor and Town Council during a Council meeting and shall supply written documentation and materials obtained at the meeting.
1. This Ordinance shall be codified and included in the Comprehensive Code of Ordinance as Article A, Chapter3, Section 1-3-16

This Ordinance shall be in full force and effect from and after the date of its enactment as provided by law and shall be included in the comprehensive Code of Ordinances of the Town of Atlantic Beach.

DONE IN COUNCIL ASSEMBLED THIS 7 DAY OF February, 2000.



Diane Poston
Diane Poston, Interim Town Manager

First Reading: January 10, 2000

Second Reading: 2-7-2000

Irene Armstrong
Irene Armstrong, Mayor

John Sketers
John Sketers, Mayor Pro Tem

Gloria Lance
Gloria Lance, Council Member

Vander Gore
Vander Gore, Council Member

Delores Wilson
Delores Wilson, Council Member