



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Elizabeth Gibbs, City Manager

MEETING DATE: April 14, 2026

SUBJECT: Resolution 2026-65, Approving a New Travel & Meeting Policy for Elected Officials and City employees.

RECOMMENDATION:

Adopt Resolution 2026-65 approving a new Travel & Meeting Policy to establish a travel and expense policy for the City of Banning (City) elected and appointed officials and City employees as well as provide guidelines to ensure proper control of travel costs as they relate to official City business, and compensate individuals for actual and necessary travel related expenses.

BACKGROUND:

On January 14, 2020, City Council adopted a Travel and Meeting Policy, Policy E-3 (Attachment 1). Subsequently, Council Member Flynn requested a future agenda item to review and update the Policy. On March 24, 2026, staff presented a new Travel and Meeting Policy for Council review and discussion (Attachment 2). The new draft policy was written to comply with AB 1234 and the provisions of the Government Code related to reimbursement for reasonable, actual, and necessary expenses of elected and appointed officials.

The policy includes the purpose, a general policy statement, activities for which expense reimbursement may be granted, expenses authorized for reimbursement, expenses not authorized for reimbursement, reporting requirements, reimbursement exclusion for expenses paid for by third parties, the travel authorization procedures, and a list of pre-approved community, regional, state-wide, and/or national events for which reimbursement shall be required for reason, actual, and necessary expenses.

This new policy is intended to supersede all previous travel related policies.

JUSTIFICATION:

Policies must be established to set standards for internal controls and guidelines to carry out related procedures. Occasionally, it is necessary for City officials and/or personnel to travel to meetings to conduct City business, attend conferences, training seminars and other work related events.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. [E-3-Travel-Meeting-Policy 2020.pdf](#)
1. [Reimbursement Policy for Elected and Appointed Officials and Employees 04.14.2026 clean.docx](#)
3. [Reimbursement Policy for Elected and Appointed Officials and Employees 04.14.2026 redline.docx](#)

4. [Resolution_2026-65_Travel___Policy_E-4.docx](#)