

CITY COUNCIL POLICY

Policy 35
March 2, 2016

Subject: City Council Airport Parking Card Policy

The City of Wichita provides for travel and training expenses for City Council Members who are required and authorized to transact City business. Travel expenses may include airline travel and associated parking fees. The Director of Airports will provide City Council Members with individual proximity cards to be utilized for parking at the Wichita Dwight D. Eisenhower National Airport.

Allowable Usage:

The proximity card for the Dwight D. Eisenhower National Airport parking garage may only be used by the City Council Member for City business travel. Any extension of travel by the Council Member that is not related to City business, which incurs additional usage of the parking garage, will be the responsibility of the City Council Member. Parking garage expenses will be documented on the Travel/Training Authorization and Expense form and the Council Member shall reimburse the City for personal use. Parking garage expenses resulting from daily activities, such as meetings held at the terminal, the transport of distinguished visitors or business representatives, will not require documentation on a Travel/Training Authorization Expense form.

Responsibility:

City Council Members are responsible for appropriate use of Airport garage proximity cards. Individual card usage can be tracked to ensure compliance with the policy. No exceptions will be made to this policy unless authorized by a majority of the City Council Members.