

City of West Hollywood  
Laureate Expense Reimbursements  
**List of Pre-Approved Organizations & Events**

All Laureates will receive a travel stipend, up to \$5,000 each year, during the duration of their Laureate term, to support the expenses incurred by the Laureate to present at a conference or event that takes place outside of the city limits. An event could look like a presentation at a conference, participation in a cross-city collaboration related to the Laureate position, or something similar that aligns with the Laureate program. The travel stipend is not intended to pay for conference registration, educational seminars, or professional development programs. The stipend should cover reasonable travel expenses up to 2 events per year, per Laureate.

Laureates may be reimbursed for actual and necessary expenses incurred while engaging in city business activities as a City Ambassador, as defined in the City's Expense Reimbursement, AB1234 Policy. Travel requests must be pre-approved by staff in advance of the event. Travel expenses will be reimbursed upon receipt of receipts for pre-approved travel and may not exceed \$5,000. Laureates will be required to attend the annual AB1234 training.

The list of organizations and events for which the Laureates may receive reimbursement is intended to be an extension of the City Councilmember Expense Reimbursements List of Pre-Approved Organizations & Events (approved on an annual basis) and adds conferences and events that are specifically aligned with the Laureate position's duties, Attachment A. If a Laureate desires to present at a conference or event that is not included on the original list, they are required to seek City Manager approval to add it, prior to incurring any expenses for the conference or event.

If the City incurs any non-refundable costs for planned travel and the Laureate is removed from office prior to the planned travel, that Laureate must reimburse the City for any non-refundable costs.

Each Laureate must briefly report on any activity attended at the City's expense to their corresponding Commission or staff person.

The following is a list of pre-approved Organizations & Events:

- American Academy of Poets – various events
- Asian American Literature Festival – annual event
- Association of Writers and Writing Programs (AWP) Conference – annual conference
- California Contract Cities Association – annual event
- City of Las Vegas – cross-city collaboration
- City of San Francisco – cross-city collaboration

- Equality California – annual or local event
- Golden Crown Literary Society – annual conference
- Iowa Summer Writing Festival – annual event
- Lavender Con Book Festival – annual event
- LGBTQ Victory Fund / Victory Institute – annual event
- Lighthouse Writers Lit Fest – annual event
- National League of Cities – annual event
- National Queer Arts Festival – various events
- New York City Poetry Festival – annual event
- Poetry Foundation – various events
- Portland Book Festival – annual event
- Rainbow Book Fair – annual event
- Saints & Sinners LGBTQ Literary Festival – annual event
- Sarah Lawrence College Poetry Festival – annual event
- Tennessee Williams and New Orleans Literary Festival – annual event
- United States of Asian America Festival – annual event
- West Hollywood Marketing Visitors Bureau/Visit West Hollywood – various events

## PROCESS FOR A LAUREATE TRAVEL REQUEST

- 1. Travel Reimbursement Procedures Rules and Regulations (AR No. 306) and AB1234 Policy**
  - a. Laureates are subject to the City's Travel Reimbursement Procedures Rules and Regulations (AR No. 306) and AB1234 Policy.
  - b. Laureates must complete the AB1234 training prior to travel approval and have a record on file with the City Clerk's office of completion of the AB 1234 training.
- 2. Request for pre-approval of travel for a conference/event/cross-city collaboration**
  - a. Laureate submits an email to staff to request pre-approval for a presentation at a conference/event/cross-city collaboration, travel, and anticipated expenditures. Laureates must seek out the cheapest flight, accommodations, and travel to and from the airport. The per diem, as defined in the Policy, is \$50/day.
  - b. Laureate submits evidence of their invitation to participate in the conference/event. This could look like an email invitation from the

conference/event organizers defining the request to present, event name, date and location, and terms that have been negotiated by the Laureate.

- c. Laureate shall request that their name and title should be included/printed in the conference material and/or website reflecting their participation as a keynote speaker, panelist, or some other kind of presenter. Example: City of West Hollywood [Poet Laureate, Drag Laureate, Historian Laureate], First and Last Name of Laureate. Any use of the City of West Hollywood logo in materials for the event must be pre-approved with the City's Communications Department.
- d. Any cross-city collaboration shall be created in close coordination with City staff. For example, a cross-city collaboration with Drag Laureates between West Hollywood and San Francisco could be an innovative and vibrant partnership that celebrates and promotes drag culture, diversity, and LGBTQ+ rights. Some potential components of a cross-city collaboration for the Drag Laureate could include joint events and performances, educational and cultural programs, advocacy and awareness campaigns, digital and media collaboration, support and mentorship programs, and Drag Laureate exchanges. A Laureate from West Hollywood could still effectively participate in a cross-city collaboration with another city that does not have a Laureate position by engaging in various activities and initiatives that foster cultural exchange, education, and advocacy.
- e. Conference registration – it is anticipated that if the Laureate is a presenter, then the registration fee will be covered by the conference/event organizers, if not then this is an allowable expense.
- f. Staff shall approve travel requests in writing by email. Laureates are free to make travel reservations when the travel request is approved by staff.

### **3. Request reimbursement for expenses**

- a. Laureates are required to submit a travel expense report with all receipts to staff within 5 working days upon returning from travel, per city policy. Reimbursement payment is issued within forty-five (45) days of submittal of a complete travel expense report.
- b. Staff shall review the report, notify the Laureate if the report is approved or incomplete, and request additional information if necessary.
- c. Staff shall submit the approved travel expense report to the Finance Division with a check request for travel reimbursement to the Laureate.