


FROM THE OFFICE OF THE MAYOR

**ADMINISTRATIVE PROCEDURE
MEMORANDUM NO. 3-10**

**SUBJECT: PAYMENT FOR ATTENDANCE AT SOCIAL EVENTS FOR CITY
EMPLOYEES**

Policy:

As a general practice, the City of Madison will not reimburse City employees for the cost of attendance at functions which are primarily social in nature. Unless there is a specific reason to attend events such as the Frosty Ball, NAACP dinners, Downtown Madison Inc. gatherings, Rotary Club lunches and other similar functions (e.g. as a featured speaker or for the purpose of making a presentation), taxpayer money will not be used to pay for attendance by City employees unless specifically approved in advance by the Mayor.


Susan J.M. Bauman
Mayor

APM No. 3-10
March 3, 1999