

Memorandum



CITY OF DALLAS

DATE September 25, 2026

TO Honorable Mayor and Members of the City Council

SUBJECT **Legislative Travel Guidance**

This memorandum provides guidance on the requirements and allowable expenses for City Councilmember travel paid or reimbursed through the City's Legislative Travel Fund.

Pursuant to Resolution No. 06-2446, Councilmembers seeking to use the Legislative Travel Fund should submit a memorandum to Eric Dominguez, Director of Government Affairs, for administrative processing. The request should clearly identify the purpose of the travel and provide an overview of the legislative matter to be addressed. Approval authority remains with the officials designated in Resolution No. 06-2446, as outlined directly below.

Allowable travel expenses include airfare, lodging, and applicable per diem expenses.

Lodging

When booking lodging for Capitol hearings or other approved legislative travel, Councilmembers should follow applicable GSA lodging guidelines and use government rates when available. Inclement weather, cancellations, priority legislative matters, or other circumstances may require adjustments. Exceptions will be reviewed on a case-by-case basis.

Requirements

Under Resolution No. 06-2446, use of the Legislative Travel Fund requires:

1. Approval from the Chair of the Legislative Ad Hoc Committee, or any two of the following individuals: Mayor, Mayor Pro-Tem, or Deputy Mayor Pro-Tem.
2. Travel related to an item on the City Council-approved list of legislative priorities; and
3. Refrain from using legislative travel funds to attend the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities.

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Should you have any questions or require any additional information, please contact myself or Eric Dominguez, Director, Office of Government Affairs at 214-670-5795 or eric.dominguez@dallas.gov.

Service First, Now!



Ahmad Goree
Chief of Staff to the City Manager

c: Kimberly Bizzor Tolbert, City Manager
Bertram Vandenberg, City Attorney (I)
Rory Galter, City Auditor (I)
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Robin Bentley, Assistant City Manager
Jack Ireland, Chief Financial Officer
John Johnson, Chief of Real Estate
Directors and Assistant Directors