



Travel Policy Recommendations 02.14.22

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment Section</u>	<u>Proposed Language</u>
Language revisions in General Provisions Clarification on incurring expenses on behalf of the City	General Provisions	Add "No advances for Travel", removal of language that is not consistent with current policy.
Authorizations for travel for employees and elected officials	Authorization for Travel	Add " Elected Officials and employees are required to sign their expense reimbursement form attesting that the information presented on the form is accurate" "Employees must utilize the travel request form for in-state and out-of -state travel. Upon return, the employee must complete an expense reimbursement form". "Elected Officials will notify the City manager of their request to travel. Upon return from the approved travel, the elected official must complete an Expense Reimbursement form. The City Manager signs all elected officials’ expense reimbursement forms. Per the City Council Leave of Absence Policy Sec. 2-6. (e) ..No city funds shall be expended by such member or on such member’s behalf for costs or expenses incurred while the member is on a leave of absence or for any period during which a leave of absence was effective".
General language cleanup	Various	Various replacement and order of language in the policy for clarity
Addition of Travel by Personal Vehicle section	New	"A traveler may use a privately-owned vehicle for city travel. The Elected Official or employee will be reimbursed for mileage rates based on the federal per diem rate in effect".
Updated Prohibited Expenses	Unallowable Expenses	Changes title to "Prohibited Expenses" Removal of duplications
Removal of language that references the issuance of city charge cards	City Charge Cards	Section removed. Issuance and use of purchasing cards are addressed in the Purchasing Card Policy.
Addition of language to address disciplinary actions for employees and elected officials	New	"Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment". "Elected Officials must adhere to the Code of Ethics and other related policies and state laws governing elected officials".