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ORDINANCE NO. 0-07-79**AN ORDINANCE AMENDING ORDINANCE NO. O-00-55, WHICH ADOPTED AN AMENDED EMPLOYEE HANDBOOK AND PERSONNEL POLICY FOR THE CITY OF CONWAY; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.**

WHEREAS, ~~the~~ City Council ~~has~~ adopted, pursuant to Ordinance No. O-00-73, an amended **handbook** to be used for **personnel matters** for the City; and

WHEREAS, a revision of Section I, Employment Policies – Travel Expenses is needed for clarification and for the **fair and** impartial implementation of personnel policies.

NOW, THEREFORE, BE IT ORDAINED BY **THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

SECTION 1: Section I, Employment Policies – Travel Expenses shall be **amended** as follows:

TRAVEL POLICY

Any employee, during the course of his/her employment with the City of **Conway**, may be *required* to travel outside the city limits of **Conway** on official business, thereby incurring certain expenses for accommodations and meals. **Reimbursement of actual out-of-pocket expenses requires proof of purchase and original receipts submitted with a completed and approved Travel Expense Report.** It is inherently understood in this policy, however, that an individual traveling on official City business is expected to exercise ~~the~~ same *care* in incurring expenses ~~that~~ a prudent person would exercise if traveling on personal business and **expending** personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal **preference** of the traveler in **the performance** of official City business are not **acceptable** under this standard, and travelers will be held responsible for **unauthorized** costs and additional **expenses incurred** for personal preference or convenience.

All employee travel must have proper authorization **by** a department head and mayor (if applicable) **prior** to its occurrence. Documentation of such approval must be kept on file within the **department** until the completion of the trip, at which time the **approval** and **request** for reimbursement **are** to be submitted to the Finance Department **with the** Travel Expense Report and all **original** receipts for expenditures.

All **transportation** shall be by the most economical **means**—**taking** into consideration the direct **cost** of the carrier, the **cost** of ~~the~~ employee's time **away from** the office, and expenses incurred for additional nights **lodging** and meals.

Airlines – All commercial air travel shall be by the **least** expensive **service** available, generally coach rates. An employee ~~may~~ be asked for **documentation justifying the means** of **transportation and/or** cost savings. Advance **planning** should be used to take advantage of

various special airline rates. When airfare rates **are** considerably less leaving a day earlier, the City will pay the extra day's meals and lodging. However, the reduced airline rate must compensate for the additional meals and lodging. In those cases where an employee decides to have a family member **accompany** him or her on a business trip, the employee must pay all additional expenses. No adjustment is permitted to cover the expenses of accompanying family members (**e.g.**, exchanging a regular round trip fare for two excursion fares).

Lodging – City travelers **are** expected to seek accommodations **that are** comfortable, convenient, meet business and personal needs and offer good value. The City will reimburse only for the single **occupancy** rate. Reimbursement of hotel rates will not be made in excess of the **maximum** lodging rate (excluding taxes) by location as stated on the U. S. General Services Administration **website**, www.gsa.gov without advance written approval by the Department Head and Mayor. When an employee is accompanied by a spouse or other guest, the lodging invoice shall note the single occupancy rate for the **hotel/motel** and shall be signed by an authorized employee of the **hotel/motel**. The employee is **responsible** for the difference and any **room** charges not **pre-**approved. All lodging will be **reimbursed** with appropriate original receipts. Travel distance **greater than** 70 miles is required for reimbursement of lodging **expenses**.

City Vehicle – Whenever possible, employees should use City vehicles for official City business. City vehicles shall be legally and appropriately operated **and/or parked at** all times. If expenses for gasoline or other repairs **occur**, the employee shall submit original receipts for such expenses to obtain reimbursement. The City has liability insurance coverage on City vehicles being driven on official business. However, this **does** not cover accidents which **occur** while **NOT ON OFFICIAL BUSINESS**. Employees will **be** responsible for their own liability insurance coverage in this situation.

Personal vehicle – **Use** of a **personal** vehicle will be **reimbursed at** the mileage rate in use by the City at the time of the travel. Reimbursement will be on a per mileage basis based on the **shortest** route. When using a **personal** automobile for a trip which originates **from** home, the mileage reported for reimbursement should be **from** home or **from** City offices, whichever is less. Additional vehicle related expense incurred will be the responsibility of the vehicle owner and are not **the** responsibility of the City. **All** personal vehicles **used** for City business must be adequately insured **for** liability, **personal** injury and property damage. Mileage shall not exceed the cost of **airfare** unless pre-approved by the Mayor in writing.

Economy measures – When **practical**, employees **will** carpool **when** attending the same conference or training. An employee may take their own car, but will not be reimbursed for mileage, or upon agreement split the reimbursement with the other drivers. Cost-sharing **measures are encouraged when practical and appropriate**.

Other – Reimbursement for expenses **incurred** for **taxi/bus/shuttle services** shall be allowed in conjunction with official City business. Original receipts should be obtained where possible, but if no receipts are available, then an **explanation (accounting)** of the request is **necessary**. Note **that** reimbursement for **taxis** taken **between** places of lodging or **business** and places where meals **are** taken is included in and limited by the Incidental portion of Meals & Incidentals **discussed** below. Reimbursement for rental **car expenses must be pre-approved** by the Department Head.

A justification for the need for a rental car must be included with the Travel Expense Report indicating approval by the Department Head prior to the date of travel. Expenses necessarily associated with authorized automobile travel such as tolls and parking will be fully reimbursed upon presentation of the original receipt.

Reimbursement for business related telephone calls, conference registration or tuition, and necessary conference or training **materials** will be allowed with the appropriate original receipts. Whenever possible, registration costs **and** material costs should be pre-paid through the City or billed to the City.

Meals (inclusive of tips) will be reimbursed based on **actual** original receipts not to exceed the **current** rate of reimbursement established by the U. S. General Services Administration and available on the federal agency's **website** at www.gsa.gov. This provides a meals & incidentals ("M&I") rate for various cities and modifies the reimbursement rate currently utilized by the City for travel incurred on or after the effective date of this **Ordinance**. Any meal related expense in excess of the **stated** daily rate is the responsibility of the employee. The cost of meals is not to be averaged over the length of travel. Employees may not claim reimbursement for a meal if the **cost** is included in the **registration cost** of the **training/conference**. Meal allowances for the **first** and last day of travel is limited to 75% of the daily M&I rate, with appropriate receipts.

Travel Advances - Travel advances will not be issued for less than **\$200** or more **than 80%** of the anticipated cost of travel. Immediately **upon return**, the employee must submit a Travel Expense Report and original receipts regardless of whether the employee owes advance moneys back to the City or is due additional reimbursement. Each employee requesting a cash advance must **sign** a payroll deduction **authorization** form which will allow the City to recover the advance **from any** salary owed **the** employee in the event of **termination** of employment or failure to submit a travel claim. A payroll deduction equal to the travel advance will be processed if a Travel Expense Report has not **been** submitted to the **Finance** Office **two (2)** weeks following the employee's **return** from travel.

Unauthorized Expenses - Notwithstanding the above provisions, the City will not reimburse items of a **personal** nature. Such items include but **are not** limited to: movies, premium television services, alcohol, dry cleaning, **spas, gyms, barber/hairstylist**, magazines, **shoeshine**, clothing, toiletries, fines or **traffic** violations, and spouse/guest **accommodations**. The City will not pay for any **entertainment expenses**, including **but** not limited to rental of movies, attendance to **non-seminar** **or** non-job related activities **or** for **alcoholic** beverages.

If **unauthorized** expenses have been paid by the City, the employee will be responsible for **immediate reimbursement** to the City either by personal check or payroll deduction.

City Credit Card - Airline reservations will be preferably made by the Mayor's office using the City credit **card**. Airfare charges are **due and** payable upon receipt of the billing **from** the credit **card** company and will be processed and **charged** to the traveler's **department**. Hotel **reservations** may be held by **the** City credit card, however, **the** traveler will need to arrange for direct bill, **advance** payment **or** charge the **actual** lodging to the **traveler's** personal card **and request**

reimbursement after the travel. Any deposit charge for lodging that is due and payable **upon** receipt of the credit card billing will be charged to the traveler's department.

It shall be the responsibility of each Department Head to examine and approve all travel and reimbursement requests, provide written authorization and justification if there exists any **variances** from the travel policy **directives**, and to always be cognizant of the costs for employees to attend seminars, meetings and training **institutes**, for determining feasible use of financial resources provided in your annual **operating** budget. Any deviation **from** the above stated **policy** requires advance written approval of the Department Head and the Mayor.

SECTION 2: Three (3) copies of the revised section of the Amended Employee Handbook, City of **Conway**, Personnel Policy shall be and **are** hereafter kept on file in the Office of the **Clerk/Treasurer**.

SECTION 3: That **all** ordinances in **conflict herewith** are repealed to the extent of the conflict, **specifically**, Ordinance No. **O-00-55** and **Ordinance** No. **O-00-73**.

SECTION 4: That **this** ordinance is necessary for the protection of the peace, health and safety of the citizens of **Conway**, and therefore, an emergency is declared to exist, and **this ordinance** shall go into effect **from and** after its passage and **approval**.

PASSED this **26th** day of June, **2007**.

Approved:


Mayor Tab Townsell

Attest:


Michael O. Garrett
City Clerk/Treasurer