



City of Conway, Arkansas
Ordinance No. O-16-141

Instrument #201700174

Real Estate Book
Ordinance

Filed: 01/03/2017 03:29 pm
Faulkner County, Arkansas
Crystal Taylor, Circuit Clerk
By: Diana Varner, D.C.

4 Pages \$30.00

AN ORDINANCE AMENDING ORDINANCE O-16-105, WHICH ADOPTED AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY; AND FOR OTHER PURPOSES:

Whereas, the City Council has adopted, pursuant to Ordinance O-16-105 an Employee Handbook to be used for personnel matters for the City.

Whereas, a revision Section I, Employment Policies – Travel Policy 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 Policy shall be amended as follows:

City of Conway 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, meals and other travel related expenses. Reimbursement for travel is for employees only. Reimbursement of actual out-of-pocket expenses requires proof of purchase and original detailed itemized receipts submitted with a completed and approved Travel Expense Reimbursement form. (Copies of receipts will be accepted). No reimbursement will be allowed for any travel related item without a detailed itemized receipts. It is inherently understood in this policy, however, that an employee 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 **prior** to its occurrence. A travel request form should be submitted at least 30 days prior to all city travel to the Mayor's Office for approval; even if it's funded through grant monies. The travel request form should include all pertinent information required for travel including conference information, hotel & airfare choice, rental car/travel advance if applicable and any other related travel documents. All travel related documents with all corresponding documentation, will be kept on file within the Mayor's Office. Upon the completion of the trip, a purchase order should be submitted for the traveler expenses to the Finance Department with the travel expense reimbursement form and all original detailed itemized 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.

City Credit Card: Airline reservations & hotel reservations will be made by the Mayor's office using the City credit card. Airlines charges are due and payable upon receipt of the provided for airfare by the mayor's office and hotel reservations payments are due immediately upon travelers return. Travelers must obtain a receipt for all hotel accommodations prior to departure. If the traveler request to purchase

an airline ticket or book hotel reservations due to a spouse traveling or other reasons approval must be obtain from the Mayor's Office.

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 may consider paying 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. Hotel lodging will be booked by the least expensive accommodation near the travelers' location or at the host hotel. These rates will be compared with the current lodging rates with the U.S. General Services Administration website www.gsa.gov to ensure the most economical rate. When an employee is accompanied by a spouse or other guest, the lodging invoice shall note the single occupancy rate or conference rate for the hotel. The employee is responsible for the difference and any room charges not pre-approved. Travel distance greater than 60 miles is required for reimbursement of lodging expenses.

City Vehicle: Whenever possible, employees should use City vehicles for official City business. Only City employees, elected officials, city appointed board members attending meetings, conferences, tours, or any other official business not described within this policy may drive or be a passenger in a city vehicle. However with prior permission from the Mayor and Department Head, employees may transport spouses in city vehicles while attending conferences or meetings. City vehicles shall be legally and appropriately operated and/or parked at all times. If an employee chooses to use their personal vehicle in lieu of a city vehicle, when a City of Conway vehicle is available, the reimbursement of mileage must be approved by the Department Head and Mayor. If expenses for gasoline or other repairs occur, the employee shall submit original detailed itemized receipts for such expenses to obtain reimbursement. The City has insurance coverage on City vehicles being driven on official business and each vehicle should have an insurance card in the vehicle. 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, if approved, will be reimbursed at the mileage rate in use by the City at the time of the travel. The reimbursement rate established by City Council is at the State of Arkansas mileage reimbursement rate for use of privately-owned vehicles on official business. The rate is available from the City's Finance Office or through the state's DF&A website. Reimbursement will be on a per mileage basis based on the shortest route by using Mapquest.com or Google.com. 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 and with proper documentation regarding cost of the airfare at time of booking.

Economy measures: When practical, employees will carpool when attending the same conference or training. 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 detailed itemized receipts should be obtained for these services. 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 and included with the travel request form for Mayor's approval. A justification for the need for a rental car must be included with the Travel Request form submitted to the Mayor's Office 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 detailed itemized receipt.

Reimbursement for business related telephone calls, and necessary conference or training materials will be reimbursed with the appropriate original detailed itemized receipts. Whenever possible all conference, registration or material costs should be pre-paid through the City purchase order system; however if necessary can be booked through the Mayor's Office with the City's credit card.

Meals & tips (tips should not exceed 20% pre-tax) will be reimbursed based on actual original detailed itemized 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 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. Meal allowances for the first and last day of travel is limited to 75% of the daily M&I rate, with appropriate detailed itemized receipts.

Travel Advances: Travel advances will not be issued for less than \$300 or more than 80% of the anticipated cost of travel determine by the www.gsa.gov reimbursement rate; excluding the hotel and airfare rates. Immediately upon return, the employee must return to the Finance Department any unspent advance funds. The employee must submit a Travel expense reimbursement form and original detailed itemized receipts regardless of whether the employee owes advance monies back to the City or is due additional reimbursement. Each employee requesting a cash advance must sign a travel advance/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.

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 cash, personal check or if necessary payroll deduction.

It shall be the responsibility of each Department Head to examine and approve all travel and reimbursement requests, provide written authorization and justification for all travel request from employees. Department heads should 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 approval from the Mayor.

Section 2. Three (3) copies of the revised section of the amended employee handbook, City of Conway, Section I, Employment Polices – Travel Policy shall be and hereafter kept on file in the Office of the City Clerk/Treasurer.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 20th day of December, 2016.

Attest:



Michael O. Garrett
City Clerk/Treasurer

Approved:



Mayor Tab Townsell

CERTIFICATE

**STATE OF ARKANSAS
COUNTY OF FAULKNER
CITY OF CONWAY**

I, Michael Garrett, the duly elected, qualified, and acting: Clerk-Treasurer of the City of Conway, Arkansas, do hereby certify that the attached and foregoing is a true and correct copy of an ordinance presented to the City Council of the City of Conway, Arkansas, at a meeting of that body held on the 20th day of December, 2016 same is duly recorded in the minutes of meeting of said Council.

Witness, my hand, and seal of the City of Conway, Arkansas this 26th day of December, 2016.



CITY CLERK-TREASURER

Seal

