

ORDINANCE NO. 088-034

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES, TOWN OF ADDISON, TEXAS, BY ADDING ARTICLE V, TRAVEL POLICY, PROVIDING FOR REIMBURSEMENT FOR TRAVEL EXPENSES, PROVIDING FOR REPEAL, PROVIDING FOR A SEVERANCE CLAUSE, PROVIDING PENALTIES, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. That Chapter 2, Administration, of the Code of Ordinances, of the Town of Addison, Texas, be amended by adding Article V, Travel Policy, as follows:

Article V. Travel Policy

Sec. 2-70. Reimbursement for Travel Expenses.

- (a) All elected or appointed officials of the Town as well as Town employees whose attendance at educational seminars, business meetings, criminal or civil trials, or public hearings is necessary to conduct Town business or in some way benefits the Town shall be reimbursed for reasonable expenses related to their attendance in conformance with the policies established in this article. The City Manager shall be responsible for the administration and proper enforcement of these policies. Request for advance payments or reimbursement of travel expenses shall be made on forms maintained by the Director of Finance.

- (b)
  1. Prior to receiving advance payments in anticipation of expenses or reimbursement of incurred expenses, the Town official or employee must explain the benefit the Town would receive from that individual's attendance at the meeting.
  2. All requests for advances or reimbursement of expenses incurred during attendance at meetings by Town employees shall be approved by the appropriate department head and forwarded to the Finance department for processing.
  3. All requests by Town employees to attend business meetings out-of-state must be approved by the City Manager prior to attendance.
  4. All request for advances or reimbursement of expenses incurred during attendance at meetings by officials of the City Council or appointed boards shall be approved by the Mayor and forwarded to the Finance department for processing.
- (c)
  1. For no more than one trip each fiscal year, all eligible expenses incurred by spouses accompanying Council members on Town business trips may be reimbursed. Spouses may accompany Town employees on Town business trips but shall not be reimbursed for expenses related to their travel.
  2. Town officials or employees shall be reimbursed for all registration fees and related expenses.
  3. Travel expenses shall be reimbursed as incurred. It is the responsibility of the traveler to select the least expensive and most expeditious form of travel to a particular location.
    - a. Public transportation expenses shall be reimbursed as incurred or billed directly to the Town.
    - b. Use of personal vehicle to travel to a particular destination shall be reimbursed on the basis of 22.5 cents per mile as determined by a mileage chart retained by the Finance department. Reimbursement for actual miles driven as indicated by a vehicle's odometer may be made if such mileage does not exceed the total distance indicated on the mileage chart by more than five percent. Town employees receiving a monthly car allowance shall receive reimbursement only for travel outside a fifty mile radius of the Town city limits.

- c. Use of Town vehicles to travel to a particular destination is permitted with reimbursement made to the traveler of fuel expenses as incurred.
  - d. Expenses incurred for the rental of vehicles are permitted if public transportation facilities are inadequate or are more expensive than the cost of vehicle rental.
4. All lodging expenses (with the exception of meals and beverages) will be reimbursed as incurred.
  5. All travelers will be given a per diem meal allowance of \$40 for each full day spent on domestic travel. For partial days, reimbursement shall be made as follows: breakfast - \$8.00; lunch - \$12.00; and dinner - \$20.00. An allowance shall not be given for meals included as part of registration fees. For international travel, meals may be reimbursed as incurred in lieu of the meal allowance.
  6. Receipts shall accompany all requests for reimbursement. Receipts are not required for meals purchased through the per diem allowance. In the event adequate documentation is not provided of expenses incurred during business travel, the Director of Finance, with approval of the City Manager, may withhold a portion or all of reimbursement requested by a traveler.

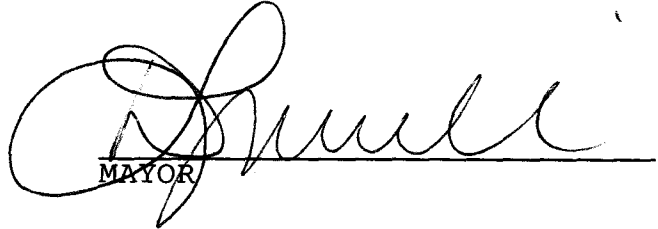
SECTION 2. That all ordinances of the City in conflict with the provisions of this ordinance; and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. That should any paragraph, sentence, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional.

SECTION 4. Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanour and, upon conviction, shall be punished by a penalty of fine only not to exceed the sum of Four Hundred and no/100 Dollars (\$400.00) for each offense, and each and every day such offense is continued shall constitute a new and separate offense.

SECTION 5. The fact that the present code of ordinances does not fully provide for the appropriate expenditure of City funds, is inadequate to properly safeguard the general public health and safety, creates an emergency and imperative public necessity, and the ordinance shall take effect and be enforced from and after its adoption.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 9th day of August, 1988.

  
MAYOR

ATTEST:

APPROVED AS TO FORM:

  
CITY SECRETARY

  
CITY ATTORNEY

Published 8.25.88