

TOWN OF ADDISON, TEXAS

ORDINANCE NO. 002-030

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY BY AMENDING CHAPTER 2 (ADMINISTRATION) THEREOF BY AMENDING SECTION 2-73 RELATING TO REIMBURSEMENT FOR TRAVEL EXPENSES AND BY AMENDING SECTION 2-74 RELATING TO ENTERTAINMENT EXPENSES AS SET FORTH HEREIN; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

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

Section 1. Amendment. Chapter 2 (Administration) of the Code of Ordinances of the Town of Addison, Texas is hereby amended by amending the following sections thereof so that they shall hereafter read as follows:

A. Section 2-73 ("Reimbursement for travel expenses") is hereby amended by amending subsection (c)(3)b. thereof to read as follows:

"b. Use of personal vehicle to travel to a particular destination shall be reimbursed at the mileage rate allowed by the Internal Revenue Service as a mileage deduction. 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 50-mile radius of the town limits; for such travel, employees shall be reimbursed for the total mileage traveled at the mileage rate allowed by the Internal Revenue Service."

B. Section 2-74 ("Entertainment expenses") is hereby amended by amending subsection (g) thereof to read as follows:

"(g) If it is anticipated that entertainment expenses will exceed \$2,500.00 for one event or occurrence, approval of the expenses prior to the event shall be made by the majority of the city council at a regularly scheduled meeting of the council."

Section 2. Savings. This Ordinance shall be cumulative of all other ordinances of the City affecting the matters set forth in Section 1 above and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance.

Section 3. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 4. Effective Date. This Ordinance shall take effect from and after its date of passage and approval.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas this the 27<sup>th</sup> day of August, 2002.

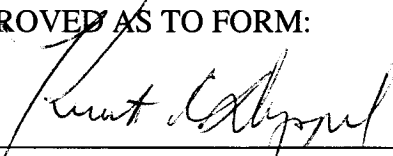


\_\_\_\_\_  
R. Scott Wheeler, Mayor

ATTEST:

By:   
\_\_\_\_\_  
Carmen Moran, City Secretary

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Ken Dippel, City Attorney

PUBLISHED ON: \_\_\_\_\_

## Sec. 2-73. 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 payment 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 the 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 requests 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 at the mileage rate allowed by the Internal Revenue Service as a mileage deduction. 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 50-mile radius of the town limits. **If a Town employee receiving a monthly car allowance travels more than 50 miles to a particular destination, the employee shall be reimbursed for the total mileage of the trip at the mileage rate allowed by the Internal Revenue Service.**

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 \$40.00 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.

(Code 1982, § 2-70)

**State law references:** Reimbursement of lodging, meal and travel expenses, V.T.C.A., Government Code ch. 611.

## Sec. 2-74. Entertainment expenses.

- (a) All members of the city council, the city manager, and department heads are authorized to incur reasonable expenses to entertain guests for the sole purpose of conducting town business or promoting the interests of the town.
- (b) Officials are responsible for exercising discretion (i.e., having or showing discernment of good judgment in conduct) when incurring entertainment expenses.
- (c) Prior to receiving reimbursement of incurred expenses, the town official shall explain the benefit the town received from the meeting or event at which entertainment expenses were incurred. The request for reimbursement as well as the explanation shall be made on forms maintained at the finance department. Receipts shall accompany all requests for reimbursement.
- (d) All requests for reimbursement of entertainment expenses of less than \$50.00 by members of the city council, city manager, or department heads shall be made directly to the director of finance.
- (e) All requests for reimbursement of entertainment expenses in excess of \$50.00 and less than \$500.00 by members of the city council shall be approved by the mayor prior to submittal to the director of finance for processing.
- (f) All requests for reimbursement of entertainment expenses in excess of \$50.00 and less than ~~\$500.00~~ **\$2,500.00** by the city manager or department heads shall be approved by the city manager prior to submittal to the director of finance for processing.
- (g) If it is anticipated that entertainment expenses will exceed ~~\$500.00~~ **\$2,500.00** one event or occurrence, approval of the expenses prior to the event shall be made by the majority of the city council at a regularly scheduled meeting of the council.
- (h) The city manager shall be responsible for the administration and proper enforcement of these policies.

(Code 1982, § 2-80)

Secs. 2-75--2-90. Reserved.