

## CHAPTER 11

### TRAVEL AND EXPENSE REGULATIONS

#### SECTION

- 1-1101. **Intent.**
- 1-1102. **Enforcement.**
- 1-1103. **Policies and Procedures.**
- 1-1104. **Travel Reimbursement Rate Schedules.**
- 1-1105. **Administrative Procedures.**

**1-1101. Intent.** The purpose of this ordinance and referenced regulations is to bring the City of Paris into compliance with Public Acts 1993, Chapter 433. This Act requires the City of Paris to adopt travel and expense regulations covering expenses incurred by “any mayor and any member of the local governing body and any board of committee member elected or appointed by the mayor or local governing body, and any official or employee of the municipality whose salary is set by charter or general law.” It is further the intent of this policy to provide consistent travel regulations and reimbursement for all regular traveling on city business at city expense (Ord. #838, 08/05/93).

**1-1102. Enforcement.** The City Manager of the City of Paris or the City Manager’s designee shall be responsible for the enforcement of these travel regulations (Ord. #838, 08/05/93).

**1-1103. Policies and Procedures.** The travel regulations and reimbursement procedure shall be as follows:

- A. In the interpretation and application of this ordinance the term “traveler” or “authorized traveler” means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the Mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this ordinance. “Authorized traveler” shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on city business, unless the person(s) otherwise qualifies as an authorized traveler under this ordinance.
- B. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the City. Reimbursable expenses shall include expenses for transportation; lodging, meals, registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the City Manager. Under certain conditions, entertainment expenses may be eligible for reimbursement.
- C. Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the City for registration fees, air fares, meals, lodging, conferences and similar expenses. Travel advance requests aren’t considered documentation of travel expenses. If travel advances exceed documented expenses, the

traveler must immediately reimburse the City. It will be the responsibility of the City Manager to initiate action to recover any undocumented travel advances.

- D. Travel advances are available only for special travel and only after completion and approval of the travel authorization form.
- E. The travel expense reimbursement form will be used to document all expense claims.
- F. To qualify for reimbursement, travel expenses must be:
  - 1. Directed related to the conduct of the city business for which travel was authorized, and
  - 2. Actual, reasonable, and necessary under the circumstances. The City Manager may make exceptions for unusual circumstances. Expenses considered excessive won't be allowed.
- G. Claims of \$5.00 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier, travel, conference fee, and other reimbursable costs.
- H. Any person attempting to defraud the city or misuse the city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances. In addition to any legal action by the City of Paris, disciplinary procedures under the Personnel Rules and Regulations of the City of Paris, where applicable, may be used by the City Manager as a cumulative remedy.
- I. Mileage and motel expenses incurred within the City aren't ordinarily considered eligible expenses for reimbursement (Ord. #838, 08/05/93).

**1-1104. Travel Reimbursement Rate Schedules.** Authorized travelers shall be reimbursed according to the United States Government travel regulations rates. The city's travel reimbursement rates will automatically change when the United States Government rates are adjusted. The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs (Ord. #838, 08/05/93).

**1-1105. Administrative Procedures.** The City of Paris adopts and incorporates by reference, as if fully set out herein, the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee, in June, 1993. A copy of the administrative procedures is on file in the office of the Finance Director (Ord. #838, 08/05/93).