

ORDINANCE NO. 1739

**AN ORDINANCE AMENDING ORDINANCE NO. 1510
KNOWN AS THE PERSONNEL RULES, POLICIES
AND PROCEDURES ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE
ALABAMA, as follows:

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain sections below:

SECTION - IV. Wage and Salary Administration

4.12. Travel Policy

PURPOSE

The City of Fairhope has a fiduciary responsibility to ensure City resources are used responsibly and that employees do not incur inappropriate or excessive expenses, or gain financially from the City. This Travel Policy has been developed in accordance with Alabama law and Internal Revenue Service regulations. This policy covers City employees and any others who travel on official City business.

All official travel should be prudently planned so that the best interests of the City are served at the most reasonable cost. Anyone traveling on, or otherwise seeking reimbursement for, City business is expected to exercise the same economy that a practical person would exercise when traveling on personal business.

PROVISIONS

A Travel Authorization Request Form must be approved by the Department Head or Mayor prior to any travel and/or commitment of funds. Education and training opportunities shall be considered on the basis of merit to the City and allocated resources. Training seminars, conventions, etc. shall be appropriate to the level of responsibility and job requirements. Requests for training, conferences, meetings, or other official functions for employees which do not require overnight accommodations, must be approved by the Department Heads. Travel requiring overnight accommodations must be approved by the Mayor and City Treasurer.

The City does not provide cash advances for employees. With the exception of those travel related expenses that can be charged to the City of Fairhope departmental credit cards, the traveler should pay all travel costs and seek reimbursement after the travel is completed. Travel expenses must be authorized or the traveler will be held responsible for all non-authorized expenses. Excessive or unjustifiable costs are not acceptable and will not be reimbursed. The individual requesting reimbursement from the City is responsible for ensuring that his/her expense and related reimbursement is properly authorized, complies with all applicable policies, and is supported with necessary receipts and documentation.

TRANSPORTATION

Automobile

City vehicles shall be used when available. The use shall be in accordance with the City Vehicle Use Policy.

A rental vehicle may be obtained if no City vehicle is available. The rental car is to be an economy or compact model. The City does not pay for insurance on a rental car.

Use of personal vehicles is only available if a City of Fairhope vehicle or a rental vehicle is not available. The amount of mileage reimbursement is set at the current Internal Revenue Service's allowable rate per mile. Please contact the Treasury Department for the current allowable rate.

If an employee wishes to take personal time before or after a conference/meeting, a private vehicle must be used, and reimbursement will be for gasoline only as required to drive to and return from the business location.

Itemized receipts are required for reimbursement of any car costs including gas. City credit cards should be used if possible.

Airline

Airline reservations shall be obtained at the lowest fare possible, within reason, without causing undue hardship to the traveler. Travel must be by the most expeditious and direct route that is practical and commensurate with the nature and purpose of the traveler's assignment. Coach or standard accommodations are required, and the City will reimburse the cost of one checked bag. Situations requiring more than one checked bag (i.e., for presentation materials, etc.) require City Treasurer approval.

Airline tickets may be charged to the City departmental credit card after the travel authorization form is approved.

LODGING

Lodging is an allowable expense when the employee is attending a conference or training that requires a travel time not conducive to traveling to and from the destination in the same day (greater than 75 miles one way of from the City) or an exception approved by the Mayor. Personal funds or City of Fairhope credit cards may be used. If paying with personal funds, an itemized, original invoice showing a zero balance from the hotel is required for reimbursement.

PARKING/AIRPORT PARKING

In all cases, but within reason, costs for parking should be kept to a minimum.

Hotel Parking

Self-parking shall be utilized, if available. Valet parking is only allowed if it is the only option available. The employee shall pay the difference for additional costs of covered parking or valet service when other options are readily available.

Airport Parking

Employees shall be reimbursed where airport parking is required. Employees must choose the most economical lot for parking.

MEALS

In-state meals are limited to \$55.00 per day and out-of-state meals are limited to \$65.00 per day. If the out-of-state Federal per diem rate is higher than \$65.00 per day, then that rate will be used. Tips are not to exceed 20% for meals. Itemized receipts must be turned in for reimbursement which shall not include alcoholic beverages. Where conference registration or training fees include one or more meals, only those meals not covered by such fees shall be reimbursed by the City. Snacks between meals will not be reimbursed unless they are paid in lieu of a meal.

Reimbursement is not provided for meals when attending a local conference within seventy-five (75) miles one way of the City. However, if meals are not provided by a local conference that requires a full day attendance, the City will reimburse the employee for the meals. The amount should not exceed, including tips, twenty-five dollars (\$25.00).

CANCELLATION OF TRAVEL

If lodging or a flight is cancelled by the employee for reasons other than illness, family death, called into work, or a weather emergency determined by City, the employee will pay the cancellation fees and return the airline fare to the City. Verification of the illness, death, or request to work is required by means of a doctor's statement or other supporting documentation.

EXPENSE REIMBURSEMENT

An employee travel expense voucher must be submitted to the Treasury Department within five business days after returning from the trip. Itemized, original receipts should be submitted on all expenditures. Credit card slips alone are not sufficient documentation. All travel is subject to review and audit. By requesting funds through the City, the traveler agrees to only use the money as intended according to this policy.

NON-REIMBURSEMENT EXPENSES

City of Fairhope funds or authorized credit cards should not be used for personal purchases or any type of personal expenditure. Personal items include but are not limited to the following:

1. Expenses of spouse, family, or other persons not directly employed by the City
2. Alcoholic beverages
3. Fines for parking or traffic violations
4. Airline and other trip insurance not approved in advance
5. Loss or damaged personal property
6. Personal entertainment (i.e., sporting events, in-room movies, etc.)
7. Laundry
8. Baggage overweight fees
9. Personal care items
10. Personal cellular phone charges

SPECIAL CONSIDERATIONS

Travelers who choose to extend a business trip for personal reasons either before or after business is conducted, will be responsible for all non-business related charges. Expenses which precede or are subsequent to the conference dates, with reasonable time allowed for travel, will be considered personal and disallowed unless documented as to the business purpose. "Reasonable time" is defined as one day travel time each way if the conference begins before 5:00 p.m. and ends after 2:00 p.m.

If net savings can be obtained by staying an extra day in order to obtain lower airfare, this calculation should be clearly shown in order to gain approval for the extra day's expenditures. Airfare and lodging can be included in this calculation, but meals will not be allowed and must be paid by the employee.

POLICY MANAGEMENT

The City Clerk, City Treasurer, and Human Resources Manager with assistance from the Mayor's office are responsible for management of this policy. Please contact them with any concerns or questions.

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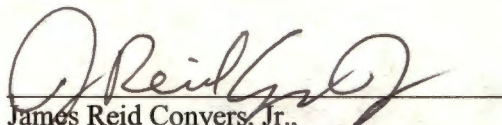
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Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures - 2014," Section - IV. Wage and Salary Administration, 4.12 Travel Policy is hereby repealed.

Section 3. If any section or provision of this ordinance, or of "Personnel Rules, Policies, and Procedures - 2014", be declared invalid or unconstitutional by judgment or decree shall not affect any other section or provision.

Section 4. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

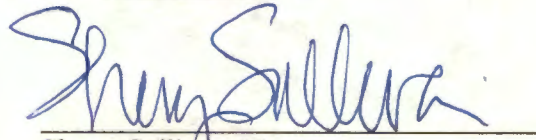
ADOPTED THIS 22ND DAY OF DECEMBER, 2021


James Reid Conyers, Jr.,
Council President

Attest:


Lisa A. Hanks, MMC
City Clerk

ADOPTED THIS 22ND DAY OF DECEMBER, 2021


Sherry Sullivan, Mayor



CITY OF FAIRHOPE

EMPLOYEE TRAVEL AUTHORIZATION FORM INSTRUCTIONS

The Employee Travel Authorization Form is intended to be completed and submitted for approval by the employee who will be traveling on City business.

Requirements for completion of the form are as follows:

- 1) Department heads shall approve travel within seventy-five (75) miles one way of Fairhope or any in-state travel for employees of their department that do not require overnight travel.
- 2) The Mayor and City Treasurer shall approve all overnight travel for both employees AND department heads.
- 3) The Travel Authorization Form must be submitted by the Department Head and/or the Mayor within twenty (20) business days prior to any travel and/or commitment of funds. Prior authorization is required even when there is expected to be no direct cost to the City (i.e., third-party payments).
- 4) Whether approved or disapproved, the completed form should be returned to the requesting employee, or the employee notified within ten (10) business days and the form should be kept on file with the department head.
- 5) If the Employee Travel Authorization Form is approved, the completed form must be included with the Employee Travel Expense Form submitted to the Treasury Department for reimbursement.



Travel, Training, Vehicle Rental Request Form

(A separate request must be submitted for each person)

Effective FY 2022 budget, training and travel is permitted only for required continuing education for certification and/or licenses needed for employment.

Approval is hereby given for the following person to attend:

Name: _____ Dept: _____

Conference/Class: _____ Destination: _____

Required for what Certificate or License? _____ Date(s): _____

of Required Hours For Certification/License _____ # Hours earned From this class _____ Balance of Hrs. Needed _____

<p style="text-align: center;">Vehicle Rental Info</p> <p>Destination: _____</p> <p>Date: _____ <i>(if different from above)</i></p> <p>Travel Time: _____ <i>(estimated in hours one way; 8 hours max)</i></p> <p>Travel Miles: _____ <i>(estimated round trip)</i></p> <p style="text-align: center;">Estimated Cost of Rental</p> <p>Rental Fee \$ _____ Mileage \$ _____</p> <p>Fuel \$ _____ Other \$ _____</p> <p style="text-align: right;">Total \$ _____</p>	<p style="text-align: center;">Estimated Cost of Travel</p> <p>Registration \$ _____</p> <p>Lodging \$ _____</p> <p>Travel \$ _____ <i>(mileage, air)</i></p> <p>Meals \$ _____</p> <p>Other \$ _____ <i>(explain)</i></p> <p>Rental Car \$ _____</p> <p>Total \$ _____</p>
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Signature: _____

Supervisor: _____

Kim Creech, Treasurer _____

Sherry Sullivan, Mayor _____