

RESOLUTION NO. 29863

A RESOLUTION TO AMEND RESOLUTION NO. 29833
ADOPTED ON MARCH 12, 2019, ADOPTING NEW RULES OF
OPERATION FOR THE CHATTANOOGA CITY COUNCIL.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA,
TENNESSEE, that it is hereby amending Resolution No. 29833 adopted on March 12, 2019,
adopting new rules of operation for the Chattanooga City Council, in substantially the form
attached, and referencing the City of Chattanooga's Travel Regulations also attached.

ADOPTED: April 2, 2019

/mem



CITY OF CHATTANOOGA

**CITY COUNCIL
RULES OF OPERATION**

APPROVED APRIL 2, 2019

CHATTANOOGA CITY COUNCIL RULES OF OPERATION

MISSION STATEMENT

The mission of the Chattanooga City Council (“Council”) is to promote an ethical and inclusive environment that both enhances and sustains the well-being of all the people. The Council will accomplish this by encouraging citizen input and participation at all levels of City government.

It is with this mission in mind that the Council adopts the following Rules of Operation:

I. LEADERSHIP

The leadership positions of the Council shall include the Chairperson and Vice-Chairperson, who shall be elected annually at a time deemed appropriate by the Council for the orderly fulfillment of its legislative duties. Additionally, there shall be Chairpersons of the Standing Committees listed below.

Leadership positions and their respective duties are as follows:

A. Chairperson.

The Chairperson shall:

1. Preside at all meetings of the Council.
2. Have general direction of the Council Chamber and shall preserve order.
3. Have the authorization to set forth the rules and procedures for use of the City Council meeting space.
4. Be the director of the City Council office. As director, the Chairperson’s duties shall include, but not be limited to, addressing all routine personnel matters such as leave, reimbursements, purchases, and general day-to-day operations.
5. Be in charge of and accountable for the City Council budget.
6. Appoint all committee chairs.
7. Fix the order of business for any special meeting of the Council.
8. Have a vote on all matters.
9. Appoint Chairpersons of the Standing Committees on an annual basis.

Any Council member may appeal to the Council from any ruling of the Chairperson, and a majority vote of the Council Members present shall decide the appeal.

B. Vice-Chairperson.

The Vice-Chairperson shall:

1. Serve as Chairperson of the Council in the event that the Chairperson of the Council becomes incapacitated or unavailable.
2. Serve as parliamentarian of the Council.
3. Serve in any other capacity deemed necessary by the Chairperson.

C. Standing Committee Chairperson.

On an annual basis, the Chairperson shall appoint Chairpersons of the Standing Committees listed below. It shall be the responsibility of those appointed Chairpersons to fulfill the purpose of the Standing Committees as provided below:

1. *Planning and Zoning Committee:* To make certain that all property decisions ensure highest and best use for the betterment of the City and its residents.
2. *Public Safety Committee:* To make Chattanooga a safe community in which to live, work and play.
3. *Economic and Community Development Committee:* To promote an environment that engenders financial independence for all.
4. *Public Works and Transportation Committee:* To provide for sufficient and well-maintained infrastructure.
5. *Youth and Family Development Committee:* To promote workforce development and job readiness training for the unemployed, underemployed and underserved.
6. *Human Resources and Personnel Committee:* To recognize that our City employees are our greatest asset and to promote their fair and equitable treatment.
7. *Budget and Finance Committee:* To develop financial oversight and budget organization review.
8. *Technology/Innovation Committee:* To focus on relevant topics, such as the use of modern technologies, to deliver digital services to citizens and businesses and strategically invest in information technology (IT).

With respect to these Standing Committees, the Council shall act as a committee of the whole.

II. PERSONNEL

The Council shall have the responsibility for recruiting, hiring, and managing the personnel necessary to carry out the orderly and effective legislative business of the City.

- A. Clerk of the Council: The Clerk of the Council (“Clerk”) shall report to the Chairperson. S[he] shall supervise the City Council office staff. Such supervision shall include, but not be limited to, scheduling work assignments, assuming the responsibility of office routine, assisting with the employment and dismissal process of Council staff, and all other duties required by law.
- B. Council Staff: Under the supervision of the Clerk, the staff shall perform all supportive administrative duties as defined by the Clerk.

Members of the Council shall not request administrative work of staff members not strictly related to Council business. Council business shall include Council district related assignments.

III. COUNCIL MEETINGS

- A. Meetings: The Council shall have regular meetings every Tuesday, unless otherwise determined by five (5) votes of the Council. Regular meetings, which are announced and open to the public, shall include the following:
 - 1. *Strategic Planning Meeting*: The Council shall meet in strategic planning session at 1:30 p.m. each Tuesday in the City Council Conference Room, in which agenda items for the official session will be discussed openly.
 - 2. *Agenda Session*: The Council shall meet at 3:00 p.m. each Tuesday in the City Council Chambers in which agenda items will be discussed openly.
 - 3. *Business Meeting*: The Council shall meet in official session at 6:00 p.m. each Tuesday in the Council Chamber.
 - 4. *Standing Committee / Additional Meetings*: From time to time, the Standing Committees of the Council will meet to discuss those items falling within the scope of the committee. Additionally, the Council may meet for information, education, and attorney-client purposes.

Special meetings can be called by a majority vote of the Council and shall meet all public notice requirements as provided by law and common practice.

- B. Organization of Council Business Meeting Agenda:
 - 1. The agenda for official sessions of the Council shall be prepared by the Office of the City Attorney in consultation with the Clerk.

- a. All proposed ordinances and resolutions must be submitted to the Office of the City Attorney no later than 11:30 a.m. on the Tuesday a full two (2) weeks prior to the City Council meeting. It will then appear on the two-week agenda.
 - b. Legislation will be added to the two-week agenda so long as it has appeared on the calendar for upcoming legislation.
 - c. Under certain circumstances, the Chairperson can waive these requirements and can add items to the agenda. Additionally, two members of the Council can waive these requirements under certain circumstances (*e.g. emergency, unavailability of Chairperson or Vice-Chairperson, etc.*).
2. Members of the Council seeking to have legislation added to the Council meeting agenda for a Council vote shall either submit or recommend the proposed legislation to the Council Chair for the appropriate committee assignment. The committee may hold public hearings thereon. In such hearings, those who speak in support of the proposal and those who are in opposition shall both be limited to five (5) minutes.
 3. Any matter which has appeared on the agenda and has been acted upon by either a majority vote for approval or rejection may be brought before the Council for reconsideration upon proper motion of a Council Member and seconding motion by another Council Member. Such reconsiderations shall not apply to any previous approval upon which the City has financially or contractually relied upon.
 4. In the case of public hearings not subject paragraph 2 of this section, the Chairperson shall set time limitations in advance of the hearings; provided, however, that equal time shall be afforded for those who support the proposal and the opposition. The Chairperson may limit the number of spokespersons.

C. Organization of Council Business Meetings:

1. *Seating:* Council Members, except the Chairperson, shall have a regularly assigned seat, alphabetically, from left to right.
2. *Governance:* All meetings shall be governed by *Robert's Rules of Order*, which are hereby adopted, except as to matters otherwise governed by Charter, state law, or ordinance.
3. *Voting:* It shall take five (5) "yes" or five (5) "no" votes to adopt or defeat any action. A roll call vote shall be taken by the Chairperson on all ordinances and on all resolutions involving the annual budget, the issuance of bonds, or upon

demand of any Councilperson, even immediately after the vote. All ordinances shall be passed on two (2) readings held on at least two (2) different days. On final reading, an ordinance may be postponed by a vote of the Council to be heard on a day or week certain. Resolutions may be passed on one (1) reading.

4. *Order of Business:* The Council shall follow the order of the agenda, except when the order of business is amended by majority vote of the Council members present.
5. *Conduct:* In case of any disturbance or disorderly conduct in the Council Chamber, the Chairperson shall have the power to order same to be cleared, or have persons removed.
6. *Zoning Ordinances:* In the case of initial readings, the following procedures shall be followed:
 - (a) The case shall be presented by a member of the staff of the Office of Planning and Development.
 - (b) The applicant shall be granted a seven (7) minutes for oral presentation, plus two (2) minutes for rebuttal, for a total of nine (9) minutes.
 - (c) Spokespersons for the opposition shall be granted equal time of nine (9) minutes.
 - (d) Discussion between Council Members shall not be interrupted by either the applicants or the opponents, or by any other member of the public present in the Council Chamber.
 - (e) The Chairperson shall strictly enforce these rules.
7. *Public Comment:* At the end of each Council business meeting the Chairperson will recognize members of the public who wish to address the Council. The following procedural rules will apply:
 - (a) Each speaker wishing to address the Council shall be recognized only at the microphone provided for that purpose.
 - (b) No person shall have more than three (3) minutes to speak.
 - (c) The speaker may address the Council only upon matters within the legislative and quasi-judicial authority of the Council.
 - (d) The speaker shall not be permitted to use any vulgar or obscene language, nor use the floor to personally attack or personally denigrate others.

- (e) The Chairperson shall not recognize any person, neighborhood association, or organization to speak to the Council during the “non-agenda matters” portion of the agenda more than twice in any thirty (30) day period.
- (f) Persons wishing to address the Council may do so only once during a Council day, either at the Agenda session, at a Committee meeting, or at the Council business meeting.

IV. COUNCILPERSON BEHAVIOR

- A. Conduct Rule: Members of the Council are expected to be prompt in their attendance of official meetings, including those held in joint session with the Hamilton County Commission. Such meetings shall be conducted in an orderly manner and according to the Rules of Procedure as adopted by this Council.

Conduct of individual Members during meetings of the Council is expected to reflect a total sense of respect for the office held by those assembled to conduct business. Members shall be courteous to one another, to any member of the administrative staff, as well as persons who may address the Council.

- B. Limit Rule: A Member may not speak until recognized by the Chairperson and shall not be recognized the second time on the same subject until all Members who wish to speak have had an opportunity to do so. Any disorderly conduct shall be noted by the Chair, and the offending Member shall forfeit the privilege of the floor for the remainder of the meeting, except for the purpose of casting his vote.

V. COUNCIL EXPENSE REIMBURSEMENT OR ADVANCE PAYMENT

Members of Council may request reimbursement for advance payment of travel, room, and board expenses for travel up to \$6,000.00 per Council Member per year for their reasonable, necessary, and actual expenses incurred in the performance of their official duties, in accordance with the City of Chattanooga’s travel regulations attached with this Rules of Operation.

Members shall request approval of advanced payment or reimbursement from the Chairperson of the Council, who will approve or disapprove said request after expeditious review. In the event the Chairperson disapproves a Member’s request, said Member may appeal the Chairperson’s decision to the Council’s Budget and Finance Committee which may, by majority vote, recommend to the full Council to uphold the Chairperson’s decision or approve the expense reimbursement requested.

VI. CHANGES TO THE RULES

These rules may be amended at any time by a majority vote of the Council.

CITY OF CHATTANOOGA

TRAVEL REGULATIONS



The following regulations constitute the official policy for City of Chattanooga employees who travel at the City's expense. However, if departments are governed by more restrictive state or federal travel regulations, those regulations shall take precedence. This policy is not intended to cover consultants traveling under contract. It is effective for all travel beginning after April 30, 2017. The Finance Officer may amend this policy as needed.

Table of Contents

OVERVIEW	3
LODGING, MEALS AND INCIDENTAL EXPENSES	4
1) Lodging	4
2) Meals	4
3) Incidental expenses.....	5
TRANSPORTATION	5
1) Air Travel	5
2) Rental Car.....	5
3) Mileage Reimbursement.....	5
4) Repairs and Other Expenses for a City Vehicle	6
MISCELLANEOUS EXPENSES	6
1) Business & personal telephone calls.....	6
2) Parking fees	6
3) Taxi or shuttle fares	7
4) Baggage fees.....	7
5) Travel agent fees.....	7
6) Transportation of prisoners.....	7
BUSINESS & ENTERTAINMENT EXPENSES	7
PAYMENT METHODS FOR TRAVEL RELATED COSTS	7
1) Travel Advances	7
2) Purchase Card Charges	8
3) Prepaid Travel Through Oracle Requisitions	9
4) Reimbursement.....	9
TRAVEL EXPENSE REPORT	9
OTHER REQUIREMENTS	10
1) Cancellations	10
2) Compensable Time While in Travel Status	11
3) Extended Travel.....	11
4) International Travel	11
5) One-day Trips.....	11
6) Travel Reimbursement for Non-employees.....	12
7) Exemptions.....	12

OVERVIEW

City employees are expected to be as conservative as circumstances permit and to keep adequate expense records to support reimbursement claims. Unclear or seemingly unreasonable claims will require an explanation and may result in non-reimbursement or payroll deduction. Tennessee Hotels should honor a Sales Tax Exemption Certificate for reservations made using a City check or a City Purchase Card. Occupancy tax may still apply, which includes all hotel related taxes. Out of state sales taxes are reimbursable.

The method of advance approval of travel, if any, is left to individual departments. Approval of any portion of the trip constitutes approval for the entire travel event. No type of travel payments will be made without proper documentation of purpose and written authorization:

- Employees - requests for travel advance, prepaid travel or travel reimbursement must be approved by the employee's department administrator or designee, or agency director, using the appropriate documentation for each payment.
- Department Administrator's and City Attorney's Office - travel expense must be approved by the Mayor or designee.
- Agency Directors – requests and expenses by directors of the Air Pollution Control Bureau and the Chattanooga Public Library must be approved by their respective board chairman or designee.
- Mayor, City Judges, Council Chairperson and City Auditor - no additional approval is required.

Prepayment of travel expenses, where possible, is preferred:

- City Purchase Card: The City's Purchase Card should be used whenever possible for prepaid expenses or point-of-sale expenses including registration, transportation, hotels, and course material.
- Oracle Requisition: Any prepaid travel expenses which are not paid on the Purchase Card must be submitted via an Oracle Requisition. Be sure to allow sufficient time for the procure to pay process.

Employees are expected to front the cost for their own meals and other reimbursable expenses while traveling and request reimbursement at the end of the trip. However any employee may request a travel advance to cover these items if needed. To do so, complete the "*Travel Advance Request*" form and submit it to Accounting at least three weeks prior to the last payroll check date before the travel date.

When traveling using a state-funded grant, state travel regulations apply. Reimbursement rates chargeable to the grant may be lower; the employee may be reimbursed the difference from your operations account. Consult your grant contract for details and refer F&A Tennessee Travel Regulations at <http://www.tn.gov/assets/entities/finance/attachments/policy8.pdf>).

Departure or return dates which are more than one day outside the official start or end of a business trip will be considered personal travel and will not be reimbursed.

Everyone must complete a “*Travel Expense Report*” form. This applies even if there is no balance payable by the City or due from the employee. Upon return from the trip, the form is due to the Accounting Department within 30 days of the return date of the trip to avoid being delinquent. Failure to adhere to this policy will be reported to Department Administrator and Finance Officer. Unresolved issues may result in payroll deduction and/or discipline.

Travel regulations and blank travel related forms can be obtained from the Finance Office or online at the City of Chattanooga Intranet Home Page under Finance Forms.

<http://int.chattanooga.gov>

LODGING, MEALS AND INCIDENTAL EXPENSES

The City of Chattanooga uses U.S. General Services Administration’s per diem rates for lodging, meals, and incidental expenses. The rates are commonly referred to as **CONUS** rates. These rates may be found at <http://www.gsa.gov/perdiem>. If neither the city nor the county rate for your destination is listed, use the standard CONUS rate for lodging and meals and incidental expenses (M&IE) shown in the note section for each state.

1) Lodging

- CONUS rates do not include applicable occupancy taxes. These amounts may be added to your reimbursement request.
- **Reimbursement is limited to the lesser of your actual single occupancy rate or the CONUS rate.** However, conference hotels are reimbursed at 100% of actual cost. Provide a full conference brochure which shows the applicable rates for your conference event. Conference over-flow hotels or lower cost hotels near the conference are also reimbursable even if above the CONUS rate as long as adequate documentation is provided showing the comparative rates.
- In the event of double occupancy for a room shared by City employees on official travel, both employees should attach an explanation to his/her “*Travel Expense Report*”. Lodging cost may only be claimed by the employee(s) who incurred the cost.
- Many hotels do not accept a City check presented upon arrival, therefore you are encouraged to use a City Purchase Card for lodging. Hotel reservations should be made in advance by a City Purchase Card which has been authorized for travel expense. Otherwise, be prepared to use a personal credit card to pay for the room in the event you encounter a problem; keep receipts, and submit for reimbursement on the “*Travel Expense Report*” when you return.

2) Meals

- CONUS rates include meals and tips.
- Reimbursement rates:
 - Full travel day – 100% of the daily per diem rate will be reimbursed.
 - Departure and return travel days - 75% of the daily per diem rate will be reimbursed (except foreign travel allows 100% reimbursement).

- A department may choose to pay less than the CONUS rate.
- Meal receipts are not required for reimbursement based on CONUS per diem rates.
- Detailed meal receipts are required if actual expenses in lieu of CONUS rates are being reimbursed. CONUS determines the maximum of the reimbursement.
- Use of a City Purchase Card for any meals or incidental expenses:
 - Meals paid through a Purchase Card will be deducted from the daily CONUS per diem.
 - The travel package should include a copy of the original Purchase Card receipts and detailed meal receipts which have been included in the Purchase Card package.
 - The employee will be responsible for amounts which exceed CONUS.

3) **Incidental expenses**

The following incidental expenses are included in the CONUS rate and will be not reimbursed:

- Transportation between places of lodging or businesses and places where meals are taken.
- Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and Wi-Fi.

TRANSPORTATION

1) **Air Travel**

City employees are expected to take advantage of discount fares and advance booking discounts whenever practical. Air fares should not exceed the main cabin fares. Any mileage credits for frequent flyer programs may accrue to the individual traveler.

2) **Rental Car**

Use of a rental car must be approved in advance and in writing; attaching an email is acceptable. The approval must describe the compelling public interest which requires the use of a rental car.

When rental cars are used, City employees are required to purchase (at the City's expense) the rental agency's additional insurance coverage on rental cars. Receipts are required for the total expense of the rental.

3) **Mileage Reimbursement**

City employees using their personal vehicle for City travel may claim reimbursement on mileage incurred for authorized City business based on the IRS mileage rate for the travel period. The current rate can be found on the "*Travel Expense Report*" form located on the City Intranet website (<http://int.chattanooga.gov>). This mileage allowance includes all operating expenses such as gas, oil and repairs, precluding any separate claim for such items.

Important considerations:

- The employee is responsible for providing adequate insurance on private vehicles to hold the City harmless from any resultant liability.
- Travel must be by the most direct route possible. An individual traveling by indirect route must assume any extra expense incurred.
- Travel exceeding 500 miles one way is expected to be done by air.
 - Mileage reimbursement for travel by car, which exceeds 500 miles one way, will be limited to 1000 total miles unless it is a lower cost to drive than to fly.
 - Documentation of airline cost and advance approval is required in order to be reimbursed more than 1000 miles.
- Mileage should be documented by submission of MapQuest printout or equivalent directions from the internet showing the point-to-point mileage for the most direct route.

4) Repairs and Other Expenses for a City Vehicle

City employees will be reimbursed for out-of-pocket expenses such as gasoline, oil or emergency repairs to a City-owned vehicle. The "*Travel Expense Report*" must be accompanied by proper receipts itemizing the charges and identifying the specific City-owned vehicle. These expenses must be of an emergency nature where immediate service is required.

MISCELLANEOUS EXPENSES

In addition to expenses already covered, City employees will be reimbursed for the following miscellaneous expenses while on travel status. Receipts are required unless specifically waived within this policy. Any expense not expressly included herein requires written justification and will be subject to Department Administrator approval.

1) Business & personal telephone calls

Reimbursement for toll calls on official business will be allowed if adequate documentation is provided. A bill indicating the cost, date, name and location called must be provided with expense report. Claimable charges for personal toll calls are limited to three (3) minutes per full day of official travel status; a receipt is required.

Reimbursement for telephone calls is not available to employees making domestic calls if they have a City-provided cellphone or receive a cellphone allowance.

2) Parking fees

Reasonable parking fees will be reimbursed when applicable. Receipts are required unless included on detailed hotel bill. However, documentation of expenses for park-and-pay lots, valet parking, or parking meters are reimbursable up to \$6 per day without a receipt if the parking location, date, and purpose are documented.

3) **Taxi or shuttle fares**

Reasonable taxi or shuttle fares, if an individual travels by common carrier, will be reimbursed for necessary travel. It is expected that taxi or shuttle service to and from airports will be used when available and practical. Receipts are required.

Taxi fares to places where meals are taken are included in the CONUS rate and may not be reimbursed.

4) **Baggage fees**

Baggage fees which were not included when purchasing the travel ticket are reimbursable. A receipt is required.

5) **Travel agent fees**

Fees for travel agents and on-line travel services are reimbursable. A receipt is required.

6) **Transportation of prisoners**

Meals provided for prisoners are reimbursable to a City police officer if receipts are provided. See "Business & Entertainment Expenses" for required documentation. The reason for transporting and the number of prisoners transported must be stated.

BUSINESS & ENTERTAINMENT EXPENSES

Expenses to entertain non-city personnel are not authorized unless approval is given by the Mayor/designee or Department Administrator. City employees will be reimbursed for actual costs incurred related to meals and entertainment expenses directly related to City business.

The "*Travel Expense Report*" must be accompanied by a statement indicating the following:

- The names and title or business affiliation of the persons covered by the expenses, or their business affiliation and number of people if a list is not available.
- The time and location of the meeting.
- The business purpose of the meeting expenses.
- Detail receipts are required for business & entertainment expenses.

PAYMENT METHODS FOR TRAVEL RELATED COSTS

1) **Travel Advances**

Employees may request a travel advance if they do not wish to carry the cost of the trip until reimbursement is made. All travel advances will be made through the Finance Department's Payroll Division. Limited requests may be approved by the CFO or designee for processing

through Accounts Payable. Travel advances should not exceed the employee’s expected out-of-pocket expenses while in travel status.

“*Travel Advance Request*” forms must be received by Finance Accounting Division at least three weeks prior to the last payroll check date before the travel date to ensure timely processing. Please note that special payroll runs will not be made in order to accommodate requests for travel advances that are not received on time. Even though this will be paid through payroll, properly documented travel reimbursements will not be included as wages on your W-2.

Employees who have delinquent “*Travel Expense Report*” forms will not be issued new travel advances until expense reports have been submitted for prior trips and amounts due the City have been cleared.

To request a travel advance for travel:

- 1) Complete a “*Travel Advance Request*” form.
- 2) Accounting should receive the “*Travel Advance Request*” form from the department at least three weeks prior to the last payroll check date before the travel date. The Accounting Department will review and forward to Payroll for processing. See example below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 <u>Advance Req. Due</u>	5	6
7	8	9	10	11 Pay Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Pay Day <u>Advance</u>	26 <u>Travel</u>	27
28	29	30	31			

2) Purchase Card Charges

The City’s Purchase Card is the preferred method to prepay travel expenses such as registration, transportation, hotels, and course material. Hotel reservations should be made in advance by a City Purchase Card which has been authorized for travel expense. Support for payment must include a confirmation from the hotel which shows the correct total amount including all applicable fees and occupancy taxes.

If using a Purchase Card for meals, support for payment must be filed in the original Purchase Card receipts and detailed meal receipts (showing what was ordered).

3) Prepaid Travel Through Oracle Requisitions

Any prepaid travel expenses which are not paid on the Purchase Card must be submitted via an Oracle Requisition and documented with an estimated invoice or brochure which clearly states how the full price is calculated.

Please remember many hotels do not accept a City check if presented in person. Make sure the procure to pay process is begun with sufficient time for the check to clear the hotel before arrival if a Purchase Card is not used.

4) Reimbursement

Reimbursements for travel-related expenses will be made through Payroll. The “*Travel Expense Report*” must be completed and returned to Accounting in order to process reimbursements through payroll.

TRAVEL EXPENSE REPORT

Everyone must complete a “*Travel Expense Report*” form, there are no exceptions. Upon return from the trip, the form is due to the Accounting Department within 30 days of the return date of the trip.

- Any funds due to the employee will be reimbursed through Payroll.
- Any funds due to the City will be deducted through Payroll.
- This form must be submitted even if there is no balance payable by the City or due from the employee.

The “*Travel Expense Report*” form must include:

- All expenses associated with the trip including prepaid expenses, advances, and any purchase card expenses.
- Failure to disclose all related cost to the City will be considered a violation of the City of Chattanooga Travel Regulations and may be considered a fraudulent claim thereby subject to denial of claim or other disciplinary actions.
- List all expenses funded by an outside agency, if any, as prepaid item, and disclose with a note indicating the name of the party. Travel expenses funded by an outside agency should be deposited to the City Treasury.
- Show all miscellaneous expenses separately in detailed form.
- Show the amount of travel advance if applicable.
- Use of a City Purchasing Card for any travel related expenses must be disclosed on the “*Travel Expense Report*”.
- Refrain from claiming costs incurred on behalf of non-city employees unless it is approved as a Business & Entertainment Expense as defined in this policy or included as a contractual provision between the City and a contractor.
- Complete the report in Excel using the functionality of the Excel format.

The “*Travel Expense Report*” should be turned in as part of a package that fully substantiates all costs of the trip. It should include:

- The completed “*Travel Expense Report*” signed by the person seeking reimbursement and by an authorized signatory.
- Complete convention brochures or other literature containing hotel and other information concerning travel, when applicable and available, should be submitted. Include the purpose of trip.
- Detailed hotel bill which itemizes room charges and occupancy taxes.
 - In-room movies are not reimbursable.
 - We recognize the ability to book package travel deals through the internet utilizing Expedia, Travelocity, etc. In this case, maintain for submission whatever is available from those websites to demonstrate the breakdown of what is being paid for submission with the “*Travel Expense Report*”.
- Airline tickets, flight schedule and baggage claim receipts
- Copies of purchase card receipts
- Detailed meal receipts (not a credit card receipt) if the employee is claiming actual instead of per diem
- Detailed auto rental receipt
- Detailed fuel receipts (number of gallons, price)
- Parking costs in excess of the \$6 per day as described in “Miscellaneous Expense”.
- Taxi or shuttle fares.
- Copies of prepaid hotel, registration or airlines cost.
- Business and personal telephone calls.
- Travel agent fees.
- Business and Entertainment expenses.
- Emergency repairs and other expenses for a City vehicle.
- Conversion rate to US Dollar in case of international travel.
- Include a copy of the “*Travel Advance Request*” and/or “*Travel Extended Authorization*” form when applicable.

Forward the package to the Accounting Department. Accounting will inform Payroll of the amount to process as reimbursement or deduction on the next available payroll cycle.

OTHER REQUIREMENTS

1) Cancellations

The City recognizes the possibility of cancellation for various reasons. In the event a trip needs to be cancelled due to any circumstance, every effort should be made to obtain refunds and avoid cancellation fees. Prior to prepayment for travel-related expenses such as airfare, hotels, and conference fees, read and understand each entity’s cancellation or refund policy. A “*Travel Expense Report*” must still be submitted if any expense is incurred.

2) Compensable Time While in Travel Status

Employees traveling who are not exempt from overtime must keep detailed contemporaneous time sheets showing their activities on an hour-by-hour basis in order to properly document their compensable time. Managers should refer to the U.S. Department of Labor Fact Sheet #22 or OPM policy to determine the correct compensable time for non-exempt employees. Both links are listed here:

<http://www.dol.gov/whd/regs/compliance/whdfs22.pdf>

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>

Please determine in advance whenever possible whether time spent in travel status will be compensable.

3) Extended Travel

Extended travel status applies to City employees on continuous travel for a period of more than two weeks.

- Employees must complete an “Travel Extended Authorization” form prior to the event. The form includes a travel advance section. Use this section, if needed, rather than a separate “Travel Advance Request” form if a travel advance is needed.
- Estimation of expenses should be included on the form.
- If renting a furnished apartment is necessary, prior approval is required.
- Monthly reimbursement for rental, utilities, etc. shall not exceed the CONUS daily lodging rate multiplied by thirty days.
- Travel advance requests must be received by Accounting three weeks prior to the last payroll check date before the travel date.
- Weekend trips home must be approved in advance by the Department Administrator to be reimbursed. Documentation of advance approval must be submitted to be reimbursed.
- Employees attending extended training classes must provide a complete class, school, or academy brochure and other material including information showing whether or not meals and lodging are provided. Daily per diem rates will be adjusted accordingly. Meal per diem rates will drop for breakfast, lunch, and dinner by the amounts shown on the CONUS website. The shortcut is <http://www.gsa.gov/mie>

4) International Travel

OCONUS (Outside Continental United States) rates can be found here

https://aoprals.state.gov/web920/per_diem.asp. Each day of travel will be reimbursed at 100% of the daily rate.

The cost of required visa will be reimbursed, however passport costs remain the responsibility of the traveler.

5) One-day Trips

Trips that do not require an overnight stay by an employee do not fall under these City Travel Regulations; consequently the daily meal per diem does not apply. Detail receipts must be

provided for any reimbursable meals and reimbursable expenses. Reimbursement is limited to the Standard CONUS location amount. Use the “*Local Business Expense Log*” to document your reimbursement request.

6) **Travel Reimbursement for Non-employees**

The travel reimbursement or payment of direct expense may be available for individuals not employed by the City who are traveling from Chattanooga to another location to represent the City. This includes participants in field trips, tournaments, and scholarship programs sponsored or sanctioned by a City department. It may also include volunteers traveling on behalf of the City who may or may not be accompanied by other City employees. All such travel must be approved in advance by the Department Administrator or appropriate Mayor’s Office staff. Expenses for participants in field trips, tournaments and other City-sponsored or City-sanctioned programs is generally limited to actual expenses for those participants within the confines of the per-diem limits for employees. Expenses for volunteers traveling on behalf of the City may submit a reimbursement request through their sponsoring department. Expenses should be prepaid by the City in advance of the trip whenever possible. Meals, and incidental expenses such as tips, travel cost to restaurants, etc. are reimbursable under the CONUS rate guidelines. Maintain receipts for expenses such as cab fare, parking fees, etc. It is solely the responsibility of the volunteer to maintain adequate receipts while in travel status for submission with the reimbursement request. Review this policy carefully.

7) **Exemptions**

The Mayor or designee shall have the exclusive authority to grant exemption from any or all parts of the Travel Regulation whenever deemed necessary and appropriate. Such waiver must be in writing and include a justification. A Travel Policy Exception Request form is posted on the intranet.