

CITY OF HAMPTON
STATE OF GEORGIA

RESOLUTION NO. 2019-08

A RESOLUTION TO AMEND THE PART XX OF THE PERSONNEL POLICIES - TRAVEL POLICY; TO CREATE A NEW POLICY FOR ELECTED OFFICIALS; TO PROVIDE FOR REPEAL OF CONFLICTING RESOLUTIONS; TO PROVIDE AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing authority of the City of Hampton, Georgia is the Mayor and Council thereof; and

WHEREAS, the City employs a workforce that must adhere to the Personnel Policies which provide various policies regarding employment with the City; and

WHEREAS, one of the policies (Part XX of the Personnel Policies) governs travel of employees, non-city employees, members of boards, and elected officials for City business; and

WHEREAS, the Mayor and Council desires to amend Part XX to remove elected officials thereby creating a separate policy for elected officials; and

WHEREAS, the attached Travel Policy (**Exhibit "A"**), existing at Part XX of the Personnel Policy, incorporated by reference, shall be amended to reflect its limitation to only employees, non-city employees and boards and the attached Travel Policy (**Exhibit "B"**) shall be adopted to apply to elected officials so that elected officials has a separate travel policy.

BE IT AND IT IS HEREBY RESOLVED by the Mayor and Council of the City of Hampton, Georgia, that Part XX – Travel Policy of the Personnel Policy be amended and that a new travel policy for elected officials be adopted, both of which are attached hereto and incorporated by reference and adopted to be effective immediately.

SO RESOLVED, this 10 day of Sept., 2019.

CITY OF HAMPTON, GEORGIA



STEVE HUTCHISON, Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



L'ERIN BARNES WIGGINS, City Attorney

Exhibit "A"

PART XX- TRAVEL POLICY

Section 1: Policy Statement

This policy establishes guidelines regarding travel for official City business and for the payment of expenses that will be incurred while performing such travel.

Section 2: Administration

All travel is contingent upon the availability of funds in the proper budget and approval by the appropriate officials. All employees, non-city employees, and boards performing governmental functions for the City of Hampton are subject to the provisions of this policy and the rates set forth herein.

The City Manager, Department Directors and Board Chairs shall be responsible for the implementation of the policy within their department or board, for assuring employees and/or board members comply with the policy, and for ensuring travel expenditures are appropriate and necessary for the conduct of City business. Travel for non-city employees, i.e. appointed officials and the City Manager shall be approved by the City Council. Any information regarding the intent of the policy may be obtained from the City Manager.

Exceptions to the policy may be granted by the City Manager when they are in the best interest of the City and requested in writing by the Department Director or Board Chair. Exceptions for appointed officials and the City Manager shall be approved by the City Council.

Section 3: General

1. All travel within a 200-mile radius of City Hall shall be by automobile. For any travel outside of a 200-mile radius, the City Manager or City Council for appointed officials and City Manager shall decide on a case by case basis what mode of transportation is most appropriate.
2. All travel by air shall be in business or economy class. First class air travel may be used only when business or economy class is not available. Class upgrades and itinerary or booking changes that are not required to meet the business needs of the City nor necessary as the result of unusual circumstances such as an emergency, are the traveler's responsibility and must be paid directly by the traveler.
3. If a class, training, or other registration is offered within the State and outside the State, the attendee must attend the in-State opportunity.

Section 4: Mileage

The City Manager or City Council for appointed officials and City Manager must approve all official travel outside of a 50-mile radius of City Hall prior to departure. The Department Director or Board Chair may approve any City business travel within 50 miles of City Hall that does not include overnight stay. The City Manager or City Council has the authority to deny any travel requests for any reason.

1. Travel on City business will be paid per mile at the mileage reimbursement rate that is set by the IRS. Travelers will not be reimbursed mileage in a City vehicle. Non-Management travelers will receive compensation for any travel time.
2. The actual reimbursement is calculated by multiplying the number of City-used miles by the legally authorized mileage rate. Reimbursable travel status begins at actual departure point (home or work) and

will end at the destination point for official City business following shortest reasonable route possible, and then begins at the place of departure from official City business and ends finally at home or work site depending upon time of day or arrival.

Section 5: Meals

1. Meals associated with travel on legitimate City business are allowable at a reasonable and necessary cost, not to exceed the amount set by the Council and not to exceed the per diem set by the United States General Services Administration (www.gsa.gov). Meals cannot be claimed for payment or reimbursement for local travel related to the conduct of routine duties and responsibilities (e.g. an inspector in the field).
2. Expenses for alcoholic beverages will not be reimbursed.

Section 6: Registration Fees

All registration fees must be approved in advance by the Department Director, City Manager or City Council. Registration fees may be paid by the City or the traveler, in which case they would be reimbursed by the City if proper approval was received. To receive reimbursement for the registration fee, the traveler must provide proper documentation of the expense by a receipt. If the registration is paid directly by the City, a receipt is not necessary.

Section 7: Lodging

1. Lodging expenses: Lodging must be approved by the Department Director, City Manager or City Council prior to travel and will be paid for by the City. Expenses for lodging will only be reimbursed when travel is to a destination beyond a 50 mile radius of City Hall. Lodging shall be booked by the traveler based on the most economical means available.
2. County and Municipal Excise Tax not Applicable to Local Government: Section 48- 13-51 (a)(1)(C)(ii) of the Official Code of Georgia Annotated exempts local government officials and employees, who are travelling within Georgia on official business, from paying county or municipal tax on lodging. This tax is not applicable when lodging is paid by the City through direct-bill or City credit card. Travelers are required to submit a copy of the tax-exempt form when they register at the hotel/motel. The City Clerk will provide this form prior to departure.

Section 8: Miscellaneous Expenses

1. Parking Expenses and Tolls: Travelers will be reimbursed for parking expenses and tolls while on official City business.
2. Rental Cars and other transportation: Auto rental, rail ticket, or taxi/shuttle service expenses incurred as a direct result of travel for City business are reimbursable.

Section 9: Per-Diem Procedures

Travelers requesting per-diem for travel expenses are required to submit their claim to the City Clerk on an official City travel expense report form with all related information attached. Forms should be turned in to the Clerk two weeks prior to the event. These forms may be obtained from the Clerk when needed. Per-Diem requests should include the following information:

- Itemized expenses for authorized lodging, mileage, transportation, and miscellaneous expenses along with appropriate documentation.
- Explanation of the purpose of the trip; and
- Department Director, City Manager and/or Mayor's signature of approval

Travelers may have guest travelers accompany them while travelling; however, any expense associated with the guest traveler shall be the responsibility of the traveler without any reimbursement by the City.

Section 10: Penalties and Charges from Cancellations

Penalties and charges resulting from cancellation of travel reservations (including, airline, hotel reservations and/or conference registration) shall be the City's obligation if the travel was approved in advance and the cancellation or change is made at the direction of and for the convenience of the City. If the cancellation or change is made for the personal benefit of the traveler, it shall be the traveler's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the traveler's immediate family or other circumstances beyond the control of the traveler, the City will pay the penalties and charges. If a check has already been issued to the traveler for per-diem prior to cancellation, the traveler will be required to return the check or reimburse the City for the amount of the check.

Exhibit "B"

TRAVEL POLICY for ELECTED OFFICIALS

Section 1: Policy Statement

Elected officials travel expenses shall be reimbursed or paid for certain necessary expenses incurred while in the performance of and incidental to official duties, job responsibilities or training performed at the Council's request/permission. Such expenses must be official, actual, necessary, and reasonable under the circumstances. All travelers will be expected to use mature judgment, professionalism and prudence in the utilization of City funds. It is the intent of this policy to abide by Georgia state law, as well as promote the efficient/economic use of our resources and create an environment of openness, honesty, and integrity.

Section 2: Procedure

1. **TRAVEL AUTHORIZATION.** Each person required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the Mayor & Council. Travel requests are to be considered during the budget process or at least 2 prior council meetings prior to travel. Funding must be in place and verified by Finance Department prior to approval. If a class, training, or other registration is offered within the State and outside the State, the attendee must attend the in-State opportunity.
2. **NOTICE.**
 - All travel requests are to be considered during the budget process or at least 2 prior council meetings prior to travel.
 - If available, registration forms, meeting/seminars agendas (including provided meals highlighted) are to be attached to the agenda item.
 - All travel outside the state of Georgia must be approved by the majority of the City Council.
 - Each Council member may take additional classes throughout the year besides annual training in Atlanta and Savannah totaling 24 credit hours in addition to the Robert E. Knox leadership class. After 24 credit hours, the majority of the Council must approve.
3. **ADVANCE FUNDS.** Not authorized unless there is some extenuating circumstance. In most travel, elected officials will have use of their credit card.
4. **ALLOWED EXPENSES.** Must be budgeted, must adhere to state/federal law, must adhere to the adopted purchasing card policy, and adhere to the explicit/implicit intent of this policy
5. **AIR TRAVEL.** Limited to business or economy class or convention rate only on scheduled air carriers. Saturday nights are encouraged if the lower airfare will reduce the overall cost of the trip.
6. **AUTO.** Elected officials receive a car allowance. If the City provides transportation to an elected official (other than travel that requires group travel), the elected official will reimburse the City for the actual cost of travel at the established federal rate.

Section 3: Hotel/Motel Tax Exemption & Sales Tax Exemption.

Elected officials are exempt from paying hotel/motel tax in Georgia hotels on official business. To avoid paying this tax a "Hotel/Motel Tax Exemption" form and a "Sales Tax Exemption" form shall be completed and provided at check-in by City personnel. Forms may be received from the City Clerk. In some cases, if hotels or motels will not accept tax exempt forms, the city will cover the expense.

Section 4: Hotel/Lodging.

Receipts are required for hotel/motel expenses. Requests shall always be made for the lower "governmental" rate for all lodging. Concierge levels or suite accommodations are not permitted for City business unless authorized in advance by the Mayor & Council. No extended stay is authorized unless approved by majority of the City Council.

- No overnight stay will be authorized when the training and/or meeting is within a 30-mile radius of the City of Hampton.
- If your class or meeting exceeds 30 miles and starts before 9:30am, the Council member may travel the day prior.
- If your class or meeting exceeds 30 miles and ends after 3:30pm, the Council member may return travel the next day.

Section 5: Meals

City will pay for meals if they are official, necessary, reasonable, and not included in the registration. City is not establishing a per diem for Elected Officials but the intent is to spend based on the per diem set by the United States General Services Administration (www.gsa.gov).

No reimbursements will be given if the meals are included in the registration package. Receipts are required for meals.

If you are in a "resort" area and the above amounts will not cover costs, a review by Mayor and Council will determine if cost is reasonable. Any cost deemed "not reasonable" by majority of the Mayor and Council must be reimbursed immediately.

Section 6: Miscellaneous Expenses.

Tips should be reasonable, (i.e. maximum of 18% on meals.) Tips (Bellmen) should also be reasonable but only when necessary. Parking tickets are required. Taxi fares, subway fares, toll fees, etc. in conjunction with City business will be paid (with tickets whenever possible).

Section 7: Non-Reimbursable Expenses.

The following are examples, not intended to be totally inclusive, of items the City is not responsible to make reimbursements for:

- Laundry, cleaning or pressing of clothing
- Shoe shines, barber shop, beauty shop, nails or other hygiene, including message
- Alcoholic beverages (beer, wine, liquor, champagne, etc.)
- Car care (wash, wax, etc.)
- Movies/videos/video games (in room or outside)
- Golf/bowling/skating or recreation activities
- Entertainment
- Buggy or boat rides or excursions
- Gambling or gaming
- Unrelated City expenses
- Gift shop items, playing cards, etc.
- Toiletry items
- Snacks, sodas, etc.

- Pain relief or any medication
- Souvenirs
- Books, newspapers, magazines or other reading material or personal services
- Air travel (additional) insurance
- Briefcases or other personnel use items
- Vehicle Maintenance (POV)
- Traffic or court costs
- Club membership, dues, costs, etc.
- Unauthorized trips, entertainment gifts or donations

Section 8: Mileage.

Reimbursement of mileage is allowed for any official travel outside of Henry County. Travel on City business will be paid per mile at the mileage reimbursement rate that is set by the IRS. Travelers will not be reimbursed mileage in a City vehicle. Non-Management travelers will receive compensation for any travel time.

The actual reimbursement is calculated by multiplying the number of City-used miles by the legally authorized mileage rate. Reimbursable travel status begins at actual departure point (home or work) and will end at the destination point for official City business following shortest reasonable route possible, and then begins at the place of departure from official City business and ends finally at home or work site depending upon time of day or arrival.

Section 9: Rental Cars.

- Rental vehicles are to be used only when necessary. Primarily they are to be used when the cost is less than that of other available transportation (ie taxi, airport shuttle, hotel shuttle).
- Rental car usage must be justified. Size of rental car usage must be consistent with number of passengers. For example, (1-2 people - Compact), (3-4 people - Midsized), (5 people or more - Full size or small van).
- Traveler must accept the Collision Damage Waiver Insurance, but reject any other insurance offered by the rental agency.
- Traveler must return the rental car with a full tank of gas to avoid being charged a premium rate if the rental agency refills the tank.
- Car rental contracts and/or express check-in receipts are to be submitted as documentation for reimbursements.

Section 10: Registration Fees.

- Receipts for registration fees for conferences or seminars are required.
- Whenever possible, advance registration should be used.

Section 11: Miscellaneous.

1. Business meals - Some officials are required to meet with persons of government jurisdictions and professional institutions from which an exchange of information can be obtained that will prove beneficial to the City. When, in the opinion of the official, there has been such an exchange, they may deem it appropriate to pay for the meal as a form of "thank you". Such meal may be reimbursed pursuant to the following stipulations:
 - The requesting party is an elected official.
 - A receipt must be provided.
 - The travel expense statement contains the following information:
 - Restaurant name & location.
 - Name & affiliation of person(s) from whom the meal is purchased.
 - Purpose of discussion (specifics, not just merely "business discussions").
2. Other expenses not previously covered should be entered as "Miscellaneous" and a brief explanation must be given (ie passport photo, travel check, airport porter, bellhop, etc.).
3. Receipts must be included for anything over \$10. All parking receipts are required regardless of the amount.
4. Officials are responsible for any lost or stolen personal property while traveling on City business.

Section 12: Settlement of All Travel Expenses. Cancellations.

- Within seven (7) business days of return, officials must complete a "Travel Expense Voucher" with all supporting receipts attached. These vouchers may be obtained from the City Clerk.
- All officials who make or have made for themselves a travel reservation and fail to cancel in a timely fashion may be required to reimburse the City for all costs incurred by the City due to this failure. Reimbursement of a cancelled reservation will be determined by the majority of the Mayor and Council.
- Travel of spouses or other companions is authorized if there is NO expense to the City.
- All travel policies above applies to all elected officials.
- The Mayor and Council will serve as the monitoring committee and periodical review of elected officials' travel expenses. Any expenses that are determined not be official, actual, and reasonable will be required to be reimbursed to the City.
- O.C.G.A 16-10-20 provides for punishments for making false statements and writings, concealing facts, and presenting fraudulent documents in matters within the jurisdiction of the state or political subdivisions.