

ORDINANCE NO. O23-__

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS AMENDING CHAPTER 2, OF THE CODE OF ORDINANCES OF THE TOWN BY AMENDING ARTICLE III, DIVISION I, SECTION 2-73, REIMBURSEMENT FOR TRAVEL EXPENSES; UPDATING THE TOWN'S TRAVEL REIMBURSEMENT POLICIES FOR TOWN OFFICIALS AND EMPLOYEES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to update the Town's travel reimbursement policy for all Town officials and employees;

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

SECTION 1. The Town of Addison desires to update the Town's travel and reimbursement policy for all Town officials and employees by amending the Code of Ordinances of the Town of Addison, Texas, Chapter 2, Article III, Division I, Section 2-73, Reimbursement for Travel Expenses which is hereby amended and restated to read as follows:

“Sec. 2-73. Reimbursement for travel expenses.

- (a) *Purpose; Administration.* 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.
- (b) *Reimbursement Procedures*
 - (1) All requests for per diem advances or reimbursement of expenses incurred for travel by town employees shall be submitted through the Town's financial software.
 - (2) All requests by town employees to travel out-of-state must be approved by the city manager prior to attendance by submitting the estimate through the Town's financial software.
 - (3) All requests for per diem advances or reimbursement for travel by officials of the city council or appointed boards shall be approved by the mayor and forwarded to the finance department for processing.
 - (4) Receipts shall accompany all requests for reimbursement, excluding meals purchased through the per diem allowance. In the event adequate documentation of expenses incurred is not provided 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.
- (c) *Reimbursement Policies*

- (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. In certain circumstances, a spouse or other family members may accompany town employees on town business trips but shall not be reimbursed or advanced for expenses or per diem related to their spouse or other family members' travel.
- (2) Town officials or employees shall be reimbursed for all reasonable and necessary expenses incurred when they travel on town related business. It is the responsibility of the traveler to select the most efficient and economical mode of travel to a particular location. The following guidelines shall apply to transportation related reimbursements:
 - a. Public transportation expenses shall be reimbursed.
 - b. Use of personal vehicle to travel to a particular destination shall be reimbursed for actual miles driven at the current mileage rate paid by the federal government to its employees. 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 actual miles driven at the current mileage rate paid by the federal government to its employees.
 - c. Use of town vehicles to travel to a particular destination is permitted with reimbursement made to the traveler of fuel expenses if not paid by a Town issued purchase card.
 - 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.
- (3) All reasonable and necessary lodging expenses (with the exception of meals and beverages) will be reimbursed if not paid by a town issued purchase card. An itemized hotel receipt must be provided to qualify for reimbursement.
- (4) Expenses for meals for overnight travel for all travelers on town business shall be advanced or reimbursed by per diem allowance. A per diem is based on the U.S. General Services Administration per diem rates for the travel destination and is authorized, for breakfast, lunch, and dinner.”

SECTION 2. The provisions of this Ordinance are severable, and should any section, subsection, paragraph, sentence, phrase or word of this Ordinance, or application thereof to any person, firm, corporation or other business entity or any circumstance, be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of the remaining or other parts or portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining parts or portions of this Ordinance despite such unconstitutionality, illegality, or invalidity, which remaining portions shall remain in full force and effect.

SECTION 3. All ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION. This Ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter or ordinance.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas, on this the 11th day of APRIL 2023.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma G. Parker, City Secretary

Whitt Wyatt, City Attorney