

OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 95-06

AN EXECUTIVE ORDER ESTABLISHING A TRAVEL
POLICY FOR THE CITY OF TULSA.

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. **PURPOSE.** This Executive Order establishes a basic policy for City of Tulsa travel, including authorization, applicability, per diem and other requirements.

Section 2. **AUTHORIZATION.** Travel authorization is required for all trips. A travel authorization form as prescribed by the Finance Department Director must be approved by the Department Head and submitted prior to departure to the Accounting Division of the Finance Department. Department Heads' travel must be approved by either the Chief Operations Officer or the Chief Administrative Officer. Members of all City boards, trusts and authorities created by the Tulsa Amended Charter or ordinance must also obtain travel authorization prior to departure. Travel for members of these City boards, trusts and authorities must be approved by the chairperson of the board, trust or authority, and the chairperson's travel must be approved by the Chief Administrative Officer. With regard to mayoral travel, the Chief Administrative Officer will approve the travel.

Section 3. **APPLICABILITY.** This policy applies to all officers and employees appointed, supervised and removed by the Mayor under Article III, Section 1.4(F) of the Tulsa Amended Charter, the Office of Mayor, and members of all City of Tulsa boards, trusts and authorities created by the Tulsa Amended Charter or by ordinance. (Note: Although this Executive Order does not apply to the City Auditor or the employees appointed, supervised and removed by him, the City Auditor has adopted a similar travel policy which reads as follows: "Travel authorization for the Chief Internal Auditor and staff shall be approved by the City Auditor, and travel authorization for the City Auditor shall be approved by the Chief Internal Auditor.")

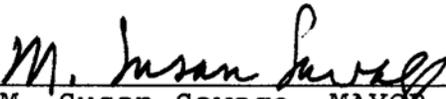
Section 4. **OTHER.** Per diem travel and lodging as well as specified travel procedures will be developed and maintained by the Finance Director of the City of Tulsa. Exceptions to any written procedure can be authorized by the Finance Director or Controller

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of the City of Tulsa based on appropriate documentation indicating a savings reduction as a result of the exception.

Section 5. EFFECTIVE DATE. This order shall take effect immediately.

DATED this _____ day of OCT 16 1995, 1995.



M. Susan Savage, MAYOR

ATTEST:



CITY CLERK



APPROVED:



CITY ATTORNEY *10/16*