

OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2021-05

AN EXECUTIVE ORDER SUPERCEDING EXECUTIVE ORDER 2018-06, ESTABLISHING THE MAYOR'S DESIGNEE FOR THE PURPOSE OF TRAVEL AUTHORIZATION AND UPDATING PERSONNEL POLICIES AND PROCEDURES GOVERNING EMPLOYEE TRAVEL.

By the 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 the basic policy for all City of Tulsa travel, including authorization, applicability, advances, payments, documentation, and other requirements. This Executive Order shall not modify or repeal previously adopted Personnel Policies and Procedures Sections 807 and 704.

Section 2. Travel authorization. For the purposes of T.R.O., Title 12 – Internal Policies, Chapter 5 Travel Policy and T.R.O., Title 25 – Officers and Employees, Chapter 3 Expenses Allowed, the Mayor's designee shall be the employee's respective department head. When a department head seeks travel authorization, the request for authorization shall be submitted for approval to their supervisor as designated by the Mayor.

Section 3. Applicability. This policy applies to all officers and employees of the city of Tulsa. Members of all City boards, commissions, and authorities created by the Tulsa Amended Charter or ordinances must also obtain travel authorization prior to departure.

Section 6. Repeal. This Executive Order supersedes Executive Order No. 2018-06, dated July 2, 2018.

Section 7. Effective date. This Order shall take effect immediately.

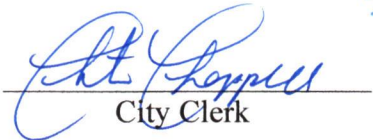

Dated this 18th day of August, 2021.



G.T. Bynum, Mayor

AUG 18 2021

ATTEST:


City Clerk
City Attorney