

# REQUEST FOR ACTION: EXECUTIVE ORDER

Version: 03/03/2012

AGENDA FOR:  MAYOR

DATE: December 17, 2012

Tulsa City Clerk's Office: 596-7513 or 596-7514

**FOR INFORMATION CONTACT:**

DEPARTMENT: MAYORS OFFICE

CONTACT NAME: JIM TWOMBLY

ADDRESS: 175 E. 2ND ST., TULSA, OK 74103

TELEPHONE: 918-576-5199

EXECUTIVE ORDER YEAR: 2012

EXECUTIVE ORDER NUMBER: 2012-09

EXECUTIVE ORDER SUBJECT: ESTABLISHING A TRAVEL POLICY FOR THE CITY OF TULSA

**SUMMARY:**

This Executive Order establishes a basic policy for all City of Tulsa travel, including authorization and approvals, applicability, advances, payments, documentation, reporting and other requirements.

**BUDGET:**

**FINANCE DIRECTOR APPROVAL:**

N/A

**REQUEST FOR ACTION:**

*All department items requiring Council approval must be submitted through the Mayor's Office.*

Please approve this Executive Order establishing a Travel Policy. Please return one (1) executed copy to Jim Twombly, 15-094B.

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY ATTORNEY APPROVAL: [Signature]

12/21/12

BOARD APPROVAL: \_\_\_\_\_

MAYORAL APPROVAL: [Signature]

**PRO-TEM**

12.31.12

OTHER: \_\_\_\_\_

FOR CITY COUNCIL OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

COMMITTEE DATE(S): \_\_\_\_\_

FIRST AGENDA DATE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

SECOND AGENDA DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

For City Clerk's Office Use Only (Agenda Date: MMDDYYYY; Sec #; Dept #, Item #, Sub-Item #, Status: S=Synopsis):

12 - 31 - 2012

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**OFFICE OF THE MAYOR  
CITY OF TULSA, OKLAHOMA  
EXECUTIVE ORDER NO. 2012- 09**

**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 all City of Tulsa travel, including authorization and approvals, applicability, advances, payments, documentation, reporting and other requirements.

**Section 2. Authorization.** Travel authorization is required for all trips, whether paid by the City or not. There are policies and an ordinance that provide guidance on the requirements to request Mayoral approval for travel and payment by the City for travel expenses. Employees and officials should become familiar with these documents prior to seeking Mayoral approval for travel and reimbursements for expenses. The following policies and ordinances are relevant:

Personnel Policies and Procedures: Section 807; Travel for Official City Business or Professional Development. This section explains the eligibility, processes and procedures, definitions, allowable expenses and approvals required for travel.

The Finance Department's Travel Policies and Procedures explains the use of purchasing card to pay for travel expenses, how to handle donations for travel, instructions for completion of the Travel Authorization/Advance and Expense Voucher, cancellation of authorized travel and how to obtain reimbursement for travel.

T.R.O., Title 12 – Internal Policies; Chapter 5 Travel Policy establishes uniform standards for travel authorization and reimbursement of employee travel expenses in order to assure accountability in use of public funds relating to travel for official City business and professional development.

T.R.O., Title 25 – Officers and Employees; Chapter 3, Expense Allowances provides the requirement of Mayoral authorization and assurance that funds are available. The Ordinance provides the process and criteria for reimbursement of allowable travel expenses.

**Section 3. Post Travel Reporting.** Reporting and documenting travel must be completed in accordance with the following City of Tulsa Personnel Policies and Procedures.

Personnel Policies and Procedures: Section 704.3; Professional Conferences, Seminars, Webinars, Workshops and Technical Training Programs describes reporting required of employees after completion of technical training.

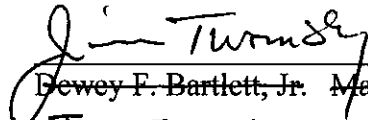
Personnel Policies and Procedures: Section 704.4; Non-Technical Professional Conferences and Workshops describes the reporting required of employees after completion of non-technical training.

**Section 4. Applicability.** This policy applies to all officers and employees appointed and supervised and removed by the Mayor of the City of Tulsa. Members of all City boards, commissions and authorities created by the Tulsa Amended Charter or ordinance must also obtain travel authorization prior to departure


**Section 5. Repeal.** This Executive Order repeals and supercedes Executive Order 95-06 dated October 16, 1995.

**Section 6. Effective Date.** This Order shall take effect immediately.

Dated this 31<sup>st</sup> day of DECEMBER 2012.

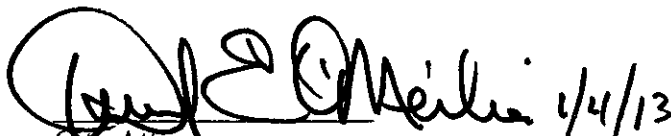
  
Dewey F. Bartlett, Jr. Mayor  
Jim Twombsley, mayor pro-tem

ATTEST:

  
City Clerk

DEPUTY

APPROVED:

  
City Attorney 1/4/13

**EXECUTIVE ORDER**



EXEC  
ORDER  
YEAR:



DOC TYPE:



DEPT:



SUBJECT:

**ESTABLISHING A TRAVEL POLICY FOR THE CITY OF TULSA**

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