Executive Order
Version 0.9 released on 11/21/17
Use for all Executive Orders

CITY COUNCIL USE ONLY
Date Received: ____________________________
Committee Date: __________________________
1st Agenda Date: __________________________

Tracking #: ____________________________
Committee: ____________________________
Hearing Date: __________________________
2nd Agenda Date: __________________________

CITY CLERK USE ONLY
Date: 05-30-2018
Item #: 415.1

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

Primary Details
Department: Mayors Office
Contact Name: Amy Brown
Email: amybrown@cityoftulsa.org
Phone: 918-596-7484
Description (Subject):
Travel Policy and Procedures Update

Summary
Executive Order details and background information
An executive order establishing the mayor’s designee for the purpose of travel authorization and updating personnel policies and procedures governing employee travel.

If this Executive Order amends, rescinds, repeals or supersedes a previous one please provide the following information:

Affected EO Number
2012-09
O Amend O Rescind O Repeal O Supersede

Processing Information for City Clerk’s Office
Post Execution Processing
✓ Email copy to Department Contact
☐ Mail vendor copy (add’l signature copies attached)
☐ Must be filed with other governmental entity
☐ Add’tl governmental entity approval(s) required

Approvals
Department: ____________________________
Legal: ____________________________ Date: 11-20-17
Board: ____________________________ Date: 12/28/17
Mayor: ____________________________ Date: 01-02-2018
Other: ____________________________ Date: ____________________________
OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2018-06

AN EXECUTIVE ORDER 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 also amends Personnel Policies and Procedures Sections 807 and 704, in accordance with the attached drafts.

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 the Mayor's Chief of Staff.

Section 3. Personnel Policies and Procedures Section 807 revised. This Executive Order updates the language of Personnel Policies and Procedures Section 807 – Travel for Official City Business or Professional Development, in order to require utilization of the City of Tulsa's travel agent and MUNIS. This section explains the eligibility, processes and procedures, definitions, allowable expenses, and approvals required for travel.

Section 4. Personnel Policies and Procedures Section 704 revised. This Executive Order updates the language of Personnel Policies and Procedures Section 704 to eliminate the City of Tulsa Post-Travel Report requirement.

Section 5. 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 repeals and supersedes Executive Order No. 2012-09, dated December 31, 2012

Section 7. Effective date. This Order shall take effect immediately.
Dated this 2nd day of July, 2018.

ATTEST:

Michael P. Kirse
City Clerk

City Attorney

G.T. Bynum, Mayor

City of Tulsa, Oklahoma

12/28/17