

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

1. PERSONNEL RULES AND REGULATIONS.
2. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1

PERSONNEL RULES AND REGULATIONS

SECTION

4-101. Personnel rules and regulations.

4-101. Personnel rules and regulations. (1) The City of Townsend adopts as its personnel manual the "Personnel Rules and Regulations for the City of Townsend"¹ as proposed by the Municipal Technical Advisory Service (MTAS), and henceforth said Personnel Rules and Regulations for the City of Townsend, shall govern all personnel matters addressed by said rules and regulations as set forth therein, and further said policy shall define and constitute the personnel policies and procedures pertaining to any and all personnel matters as set forth therein.

(2) The Personnel Rules and Regulations for the City of Townsend may be amended from time to time, as deemed appropriate by the Board of Commissioners of the City of Townsend, Tennessee, by resolution. (Ord. #105-96, Dec. 1996, modified)

¹A copy of the Personnel Rules and Regulations is available for review in the office of the city recorder.

CHAPTER 2

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-201. Purpose.
- 4-202. Enforcement.
- 4-203. Travel policy.
- 4-204. Travel reimbursement rate schedules.

4-201. Purpose. The purpose of this chapter and referenced regulations is to bring the city into compliance with Tennessee Code Annotated, §§ 6-54-901-907. This law requires Tennessee municipalities to adopt travel and expense regulations covering expenses incurred by "any mayor and any member of the local governing body, and any board or committee member elected or appointed by the mayor or local governing body, and any official or employee of the municipality whose salary is set by charter or general law."

It is the intent of this policy to assure fair and equitable treatment to all individuals traveling on city business at city expense. (Ord. #150-05-1C, May 2005, modified)

4-202. Enforcement. The Chief Administrative Officer (CAO) of the city or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #150-05-1C, May 2005)

4-203. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on city business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the city. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request advance billing directly to the city for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests are not considered documentation of travel expenses.

(4) The travel expense reimbursement form will be used to document all expense claims.

(5) To qualify for reimbursement, travel expenses must be:

(a) Directly related to the conduct of the city business for which travel was authorized; and

(b) Actual, reasonable, and necessary under the circumstances.

The mayor or city manager may make exceptions for unusual circumstances.

Expenses considered excessive will not be allowed.

(6) Claims of five dollars (\$5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, parking, internet, public carrier travel, conference fee, and other reimbursable costs.

(7) Any person attempting to defraud the city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims.

(8) Motel expenses incurred within the city are not ordinarily considered eligible expenses for reimbursement. (Ord. #150-05-1C, May 2005, modified)

4-204. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to travel regulation rates. The city's travel reimbursement rates will automatically change when the rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #150-05-1C, May 2005, modified)