

EXECUTIVE ORDER NO. S-15-13

TRAVEL POLICY

PURPOSE:

To establish and clarify City of Omaha policy pertaining to City employees traveling on official City business and reimbursement of travel expenses. This Policy is not intended nor shall it supersede the procedures set forth in Chapter 10, Article VIII of the Omaha Municipal Code.

POLICY AND PROCEDURES:

It is the policy of the City of Omaha that city employees may be reimbursed for travel expenses incurred during authorized official city business.

A. Authorization

All City employees MUST have approval from the Mayor BEFORE incurring any travel expenses on behalf of the City of Omaha. A "Subsistence and Travel Authorization Report" (Form A-130) shall be completed with expense estimates and be submitted for approval by the Mayor prior to the actual date of travel. Application to incur reimbursable travel expenses within budget line item must have Finance Department approval prior to the Mayor's approval. Application to incur reimbursable travel expenses exceeding the amount allocated to their respective divisions or departments must have City Council approval prior to beginning the trip.

B. Advance

Employees shall not receive advances for travel expenses except in those cases in which the estimate cost of a conference registration or tuition is greater than \$25.00. A request for advance payment of conference registration or tuition shall be made to the Finance Department on the appropriate voucher along with a copy of the registration form or brochure.

C. Reimbursable Expenses

Employees may request reimbursement for expenses incurred for the subsistence of the employee only. Employees may not be reimbursed for expenses incurred by a spouse or any other non-City employee. Employees are expected to arrange for flights, hotel reservations, and vehicle rental, at the lowest cost that best fits their schedules. In determining what charges will be pre-approved or reimbursed; the City will use as a guide the federal per diem rates in effect at the time of travel.

1. Public Transportation. Authorization for air travel reimbursement is for coach fare only.

2. City-owned vehicles. Employees may be reimbursed for amounts personally expended for fuel, lubricants, repairs, parking and storage while on official city business.
3. Personal vehicles. Authorization to use a private vehicle will be based on cost not exceeding common carrier, including consideration of subsistence allowance. Proof of current status, legal limit liability insurance coverage must be attached to the Expense Report or be on permanent file in the Finance Department if private vehicle authorization is received. Each department director may limit the number of vehicles attending the same conference and employees are encouraged to carpool to conferences. If 4 or more individuals are attending the same conference, public transportation must be obtained or only one vehicle may be driven. Exceptions must be obtained in writing from the Finance Department.
4. Meals. Meal allowances will not be allowed unless the journey includes an overnight stay. Employees will not be reimbursed for alcohol.
5. Lodging. Employees may be reimbursed for amounts spent on lodging when an overnight stay is required.

D. Reimbursement Procedure

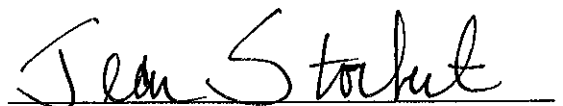
Upon return to the City, the employee (payee) must complete a payment expense report on a Form A-130 and submit it to the Finance Department within five working days. Legible receipts must accompany all expenses claimed.

OVERSIGHT:

The Mayor's Office shall have general oversight responsibility for this Executive Order. The Finance Department shall have oversight of the reimbursement process regarding this Order.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE TRAVEL POLICY OF THE CITY OF OMAHA.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.


Jean Stothert, Mayor
City of Omaha