

Section 6: Miscellaneous Provisions

I. Travel Policy

- A. This policy is applicable to all city employees and applies to all travel on city business outside the city limits and to all travel reimbursements, subject to budget limitations and authenticated expenses.
- B. The City Manager may authorize travel leave and expenses for city business outside the city. All travel requests must be approved by the department head and City Manager prior to its occurrence. Any employee traveling on official city business shall leave word with his or her supervisor as to where he or she can be reached while out of the city. All travel requests must be submitted on forms provided for that purpose as required by the City Manager.
- C. Travel expenses for the City Manager shall be approved by the Mayor.
- D. Transportation
 1. Normally, when travel is required for city business, a city vehicle or personal car may be used when such travel distances are within a two hundred and fifty mile radius. For travel beyond a two hundred and fifty mile radius of the city, air transportation may be approved if authorized by the City Manager or Mayor, if applicable.
 2. All approved transportation expenses will be reimbursed as follows:
 - a) When employees use their personal vehicles all travel mileage will be paid at the "percent" rate in effect and adopted at the time of travel by the City Manager's office. A copy of vehicle insurance will be kept on file.
 - b) When city vehicles are used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.
 - c) When air travel is permitted, the cost of such airfare will be reimbursed. Additionally, reimbursement will be made for the use of rental cars, taxi or bus fares, provided such expenses are necessary and reasonable.
 3. Alternate routes which are desirable because of personal affairs of the traveler can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense account that is turned in for reimbursement or for advance in funds request.
- E. Food and Lodging
 1. Whenever authorized by the city Manager (or Mayor in the case of travel of the City Manager), food and lodging expenses associated with official city business travel shall be reimbursed for actual expenses incurred. Receipts required.
 2. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the City Manager. The city shall only reimburse for lodging that is reasonable and practical.
 3. Exceptions to this may be granted when cheaper hotel rooms are unavailable or where conferences are held in or nearby the hotel. Meal expenses shall be kept within reason and any excessive costs must be justified and receipted.
 4. No reimbursements shall be allowed for personal telephone calls, alcohol, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in other sections of this policy.

- F. Entertainment
 - 1. The mayor, city council and city manager realize that from time to time it is necessary to entertain dignitaries and state, federal, or other business representatives whenever it may be deemed in the best interest of the city.
 - 2. Such expenses may be reimbursed at the discretion of the City Manager, Mayor or City Council. Receipts will be required before reimbursement can be made. Prior authorization should be obtained from the Mayor or City Council.
- G. Travel Advance and Reports
 - 1. Minimum, but sufficient cash advances may be allowed for employees traveling on city business.
 - 2. All unused, unauthorized, or unapproved travel advances shall be returned immediately upon return of the business trip.
 - 3. An expenditure report must be filed with the accounting department within two working days following the trip.
 - 4. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced.

II. Vehicle Use and Policy

- A. Vehicle Use
 - 1. The purpose of this vehicle policy is to provide for the safe and effective utilization of the city vehicle fleet through rules, regulations and procedures.
 - 2. This policy applies to all city owned vehicles and all persons assigned a vehicle, inclusive of operators and passengers.
 - 3. All city equipment and vehicles are intended for official city business use only. The city manager may extend said use according to need and circumstances to another public agency or for uses beneficial to the general public. Use of city equipment and vehicles is limited to the Grayson, Collin, Denton, Tarrant and Dallas County area unless otherwise approved by the City Manager.
 - 4. Except for maintenance, service and repair, only city officials and employees are allowed to operate a city vehicle. Ridership should be limited to employees or persons on official city business. Due to the nature of certain employees being required to be on call and take a vehicle home, the City Manager may exercise limited discretion in situations wherein the ridership policy might cause transportation difficulties to an employee required to be on standby and use a city vehicle.
 - 5. Those personnel assigned use of a vehicle or piece of equipment will be responsible for the maintenance and care of said vehicle/equipment. Damage arising from misuse or neglect attributable to operator negligence is subject to review by the city manager and subsequent repair at the expense of employee held responsible for same.
 - 6. No one shall operate a city vehicle or piece of equipment that is unsafe and the operator will be responsible for exercising good judgment and performing a cursory inspection prior to operating said vehicle or equipment.
 - 7. All operators and passengers will be individually accountable for abiding with all laws pertaining to vehicles and their operation.
 - 8. No one is allowed to operate a city vehicle or piece of equipment while under the influence of alcohol, medication or drugs that is subject to altering judgment or reflex.

9. No person with corrective devices or appliance shall be allowed to operate city equipment or vehicles without same being in place and in good repair.
10. Any person who is injured or becomes ill should use the radio/phone to obtain assistance rather than try to operate a vehicle or piece of equipment.
11. It will be the responsibility of each operator of a city vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas/lubricant application or any other documentation which may be required from time to time.

B. Take-Home Vehicle

1. Take-home vehicle assignments will be designated by the Department Head and finalized by the City Manager.
2. To be eligible for a take-home vehicle, the employee selected for assignment must be in a position where direct on-call or emergency responses are part of the job duties.
3. An employee with an assigned vehicle understands that under no circumstance will personal business or transportation of non-city employees be conducted while operating the vehicle unless specifically authorized by the Department Head. This includes school drop-offs and pick-ups.
4. All policies listed above in the Vehicle Use section regarding maintenance, operation and safety apply to this Take-Home Vehicle policy as well.
5. Any violation to the Vehicle Use or Take-Home Vehicle policy will result in the loss of city vehicle use privileges and may be subject to discipline, including termination.

III. Property Control

- A. Department heads shall ensure that property under their control is properly safeguarded, accounted for, and administered.
- B. The Accounting Department shall maintain or delegate the maintenance of an up-to-date inventory of all city property. All acquisitions, disposals, or transfers of property shall be reported to the Accounting Department or City Manager's designee.
- C. Postage, stationary, office supplies, tools, vehicles and equipment purchased, leased, or owned by the city are to be used for city related business and in the course and scope of employment. No items shall be used for personal use without specific approval.

IV. News Releases

- A. All news releases by city employees will be approved prior to their release by the City Manager and Mayor, as applicable.
- B. The reason for this process is to ensure that day to day operations as well as political correctness are considered prior to issuance of any official statement. The Public Information Officer for the City of Celina will be the Mayor and or City Manager or designee.