

COPY

June 17, 2019

Lynn Basham
City Clerk
City of Grantville
123 LaGrange Street
Grantville, GA 30220

RE: Veto of Resolution Amending the City of Grantville Travel Policy

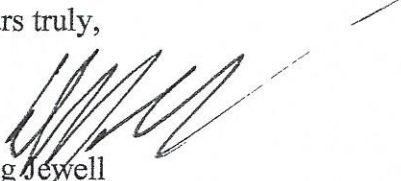
Dear Ms. Basham:

Pursuant to Section 2.06 of the Charter of the City of Grantville, I am vetoing the above referenced and attached Resolution to amend the Travel Policy of the City of Grantville that was adopted by the city council on June 10, 2019.

My reason for this veto is as follows:

- I believe that it is inconsistent with the City's budgeting process and purchasing ordinance.

Yours truly,


Doug Jewell
Mayor

cc: City Councilmembers
Al Grieshaber, Jr., City Manager



RECEIVED
6/20/19
11:32 am

Betty Ann Rooks

THE CITY OF GRANTVILLE, GEORGIA

**RESOLUTION NO. 2019-14
BEFORE THE CITY COUNCIL**

**A RESOLUTION OF THE CITY OF GRANTVILLE
ADOPTING A TRAVEL POLICY**

WHEREAS, it shall be the policy of the City of Grantville to allow the attendance and participation at meetings, training, seminars and conventions where such participation will be in the best interest of the City of Grantville; and

WHEREAS, to account for funds utilized in fulfilling the policy of the City of Grantville, a procedure must be established that covers all individuals.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GRANTVILLE, GEORGIA AS FOLLOWS:**

That all attendance and participation of City of Grantville elected or appointed officials, employees and authorized representatives at meetings, training, seminars and conventions be in accordance with the Travel Policy attached hereto and incorporated verbatim as if set forth fully herein.

This Resolution is passed this 10th day of June, 2019; however, it is not effective until July 1, 2019.

Doug Jewell, Mayor

ATTEST



Lynn Basham, City Clerk

Approved as to form

S. Mark Mitchell, City Attorney



City of Grantville Travel Policy

TRAVEL POLICY

It shall be the policy of the City of Grantville to allow the attendance and participation of City of Grantville elected or appointed officials, employees, and authorized representatives at meetings and conventions where such participation is determined to be in the best interest of the City of Grantville.

1. The provisions of the policy shall apply to all City officials, whether elected or appointed, all employees of the City of Grantville and those acting as authorized representatives of the City of Grantville.
2. Travel and related expenses shall be authorized when a City official, employee or representative is engaged in the conduct of official City business which shall include the following:
 - a. Travel to and from the location of a conference, seminar, school, training program, etc. which is located either within the City of Grantville or outside of the City of Grantville and enhances the official's or employee's ability to complete their official duties and responsibilities.
 - b. Travel to and from any location to conduct governmental operations for the City of Grantville.

All expenses shall be restricted to the guidelines set forth in paragraph 3 below. All travel by elected City officials and the City Manager shall require approval by the majority of the City Council, except as specifically noted herein. All travel by City of Grantville employees requires prior approval of the employee's Department Head and the City Manager.

3. It is the responsibility of the City official, employee, or representative to maintain and submit documentation for all incurred expenses. Documentation for all expenses incurred shall be maintained and submitted within seven (7) business days upon return using the authorization/expenditure form. Proper documentation shall be required for all expenses with the exception of toll charges, tips and cab fares. Credit card purchases must be documented with an itemized receipt showing individual expenditures. A credit card receipt showing aggregate expenditures is not allowable. All travel expenses shall be paid at a rate not to exceed the Federal Per Diem Rate, unless prior approval to exceed the Federal Per Diem Rate is received. All travel shall be approved prior to travel using the Expense Report/Authorization form. Travel Expense Report/ Authorization forms for city employees will be forwarded to the City Manager. Elected City officials shall forward their travel Expense Report/Authorization form to the City Manager to be brought before the City Council for approval. City Council must approve City Official Expense Report/Authorization forms prior to

travel.

4. Registration fees, lodging accommodation expenses and fares for common carrier transportation will be paid in advance by the finance department when possible.
5. Allowable travel expenses:

- a. **Common Carrier:** Any scheduled airline, train or bus and the rate shall be limited to the minimum fare available.
- b. **Travel by Vehicle:** When driving either a private vehicle (including rental vehicles) or a City-owned vehicle, drivers must possess a valid driver's license and must maintain the statutory minimum insurance levels. When more than one City official, employee or representative is traveling to the same event, separate vehicle allowances will not be approved if one vehicle is sufficient for transportation, unless separate arrival or departure times are necessitated by City business.

When possible, a City vehicle should be used for travel. If a City vehicle is used, the City official, employee or representative will not be reimbursed for mileage but will be reimbursed for actual cost of gasoline, oil, etc. In addition, small emergency repairs such as flat tires, battery charges, etc. will be reimbursed. Any repairs exceeding \$100 must be approved by the City Manager. If a personal vehicle is used, City officials, employees or representatives will only be reimbursed for mileage at the current federal rate.

- c. **Ground Transportation:** Transportation by taxi, bus or other form of public transit is allowable when incurred in conjunction with official City business. The most economical means of transportation should be utilized.
- d. **Lodging:** Lodging, when necessary for overnight travel, is an allowable expense. The most reasonably convenient and economical accommodations shall be utilized. When possible, government rates should be utilized and all applicable tax exemptions must be utilized. Actual expense of lodging will be paid to the City official, employee or representative, not to exceed the Federal Per Diem Rate.
- e. **Meals:** The City of Grantville will reimburse reasonable meal expenses if incurred during the performance of official's City business outside of the City of Grantville and Coweta County not to exceed the Federal Per Diem Rate. Expenses associated with meals incurred while in the city of Grantville or Coweta County must be preapproved and will be reimbursed

only when incurred as an integral part of an official seminar, meeting, event or conference.

- f. **Registration Fees:** Registration fees in connection with an authorized training class, seminar, conference, etc. shall be an allowable expense with prior approval.
- g. **Communications:** Communications fees (e.g. internet, fax, phone, etc.) shall be an allowable expense only when incurred during official City of Grantville business.
- h. **Tips and Gratuities:** Tips and gratuities in conjunction with an authorized, allowable expense shall be allowable.
- i. **Parking Fees:** Expenses for parking fees are allowable with a receipt. Parking violations are not an allowable expense.

6. Other expenses may be allowable for reimbursement when authorized by the City Council or City Manager.

7. Unallowable travel expenses:

- a. Expenses incurred by any person other than the authorized City official, employee or representative.
- b. Expenses for entertainment, including in-room movies and other activities.
- c. Alcoholic beverages.
- d. Laundry service.
- e. Personal articles, toiletries, souvenirs, etc.
- f. Direct expenses of operating a personal vehicle such as gasoline, oil, parts and repairs.
- g. Any other expenses incurred that are not related to official City business and activities.

8. Spouses, other family members, or guests shall travel at the cost and expense of the City official, employee or representative. If a City official, employee or representative

wishes to have his/her spouse or other family members or guests accompany him/her on any City related travel, the City official, employee or representative shall advise the City at the time the travel request is made. The City officials, employee or representative shall provide payment to the City for any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the convention, seminar or meeting so that no obligation by the City exists to provide such payment and that payments are received in a timely manner to the sponsor.

9. It is the responsibility of all City officials, employees and representatives to ensure they have read and are familiar with this policy prior to any City-sponsored travel.

**CITY OF GRANTVILLE, GEORGIA
Expense Report / Authorization Form**

Employee: _____ Telephone # _____ Date: _____

Section: _____ Department: _____

Position Title: _____ email: _____

Title of Meeting: _____ In-State _____ Out-of-State _____

Destination: _____ Begin date: _____ End date: _____

Purpose: _____

Benefit to City: _____

Accompanied By: _____

Total Estimated Costs

Please indicate with an "X" for Advance requests

Advance Issued

Transportations \$ _____

Hotel Yes _____ No _____

Meals/Lodging \$ _____

Registration Yes _____ No _____

Registration Fee \$ _____

Airfare Yes _____ No _____

Other \$ _____

Approvals

Total \$ _____

Account #	Amount	Approval
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Signature of Traveler

Date

Signature of Department Head

Date

Signature of City Manager

Date

***Signatures must be obtained prior to travel.