



SUBJECT Travel Policy		APPLIES TO All Departments	
EFFECTIVE DATE March 1, 2020	REVISED DATE February 2020	NEXT REVIEW DATE February 2021	
APPROVED BY Jeremy Willmoth, Finance Director	TOTAL PAGES 2	POLICY NUMBER Finance-008	

1.0 **Purpose**

City of Lawrence employees may be required to travel in fulfilling their official duties, to attend seminars or other professional/educational activities, or to travel in conjunction with programs paid for by City of Lawrence residents. The City may reimburse employees, within the prescribed limitations, for all necessary and actual travel expenses incurred during travel on official City business.

The City Business Travel Policies and Procedures, attached to this policy, are to establish procedures that will govern the authorized expenses incurred by officials and employees of the City of Lawrence while on official business. These procedures will provide a uniform reimbursement of such expenditures and is applicable to all City employees, elected officials and appointed commission and board members. In an effort to stay transparent, the Finance Department will also publish a monthly travel summary report on the Finance Department's site. It is the Department's responsibility to ensure that any travel that should be held private for HIPAA or any other reasonable privacy requirement be clearly marked and approved by the Department to avoid being disclosed on the City's website.

The City Manager and Department Directors or designees are empowered to authorize, within budgetary limitations, advances and reimbursements for travel, meetings, and other occasions to pursue necessary official business of the City. The City Manager may allow special travel situations, provided they are presented with reasonable explanations.

2.0 **Policy**

It is the policy of the City of Lawrence that the attached procedures will be used for all travel related purchases and reimbursements.

It is the responsibility of every employee and City official (including but not limited to elected officials, appointed commission members and appointed board members) to ensure that expenditures are in the interest of and for the betterment of the City and are for legal and appropriate City business.

Employees and elected officials are expected to exercise reasonable judgement to minimize costs by exercising the same care in incurring expenses that a prudent person would exercise in conducting personal business.

It is the responsibility of travel authorization and reimbursement request approvers to ensure adequate funding is available and that requests comply with these administrative guidelines.

It is the responsibility of each Department Director or designee to monitor and authorize travel expenditures within their department.

City officials, including but not limited to elected officials, appointed commission members, and appointed board members, are subject to this same policy.

All elected officials, appointed officials and City employees are expected to conduct the City's business fairly, impartially, ethically, and in full compliance with all applicable laws, ordinances, regulations and policies. Please review the City's Ethics Policy which can be found as an attachment to the Employee Handbook.

While on official business, travelers operating any vehicle shall do so in a safe and prudent manner. All applicable traffic laws are to be obeyed. Any fine assessed to the traveler is the responsibility of the traveler and will not be paid nor reimbursed.

3.0 **Procedure**

The attached "City Business Travel Policies and Procedures Manual" shall serve as the procedures for this policy, as may be updated from time to time.