

ORDINANCE No. 187 61 9 As Amended

*Update City travel policy (Ordinance; replace Administrative Rule FIN 6.13)

The City of Portland ordains:

Section 1. The Council Finds:

1. City bureau directors are responsible for managing their bureaus' activities and expenses, including decisions to approve staff to travel for City-related business.
2. City bureau directors and staff are responsible for complying with all relevant human resource and accounting policies and procedures related to travel.
3. Human Resources Administrative Rule FIN 4.10 Travel outlines the City's human resource policy on travel.
4. Accounting Administrative Rule FIN 6.13 Travel outlines the City's accounting policy related to travel.
5. The Accounting Division of the Bureau of Revenue and Financial Services in the Office of Management and Finance (OMF) is responsible for developing and maintaining all accounting administrative rules, including FIN 6.13 Travel.
6. The Accounting Division recently has reviewed FIN 6.13 and related procedures and forms, drafted changes to the documents, completed a review and comment period with City staff, and prepared a final version of FIN 6.13 Overnight and Out-of-Town Travel (Exhibit A).
7. The Accounting Division has revised the related accounting procedure FIN 6.13.01 Allowable Expenses Related to Travel (Exhibit B) and drafted a new accounting procedure FIN 6.13.03 Guidance for Payment Methods for Travel (Exhibit C); has included these procedures in the review and comment period with City staff; and submitted these procedures for adoption by the Chief Administrative Officer (CAO).
8. While the CAO has been delegated rulemaking authority in City Code to adopt Citywide administrative rules and procedures, OMF has chosen to bring the proposed final version of FIN 6.13 Overnight and Out-of-Town Travel to Council for adoption because of the high profile that City travel expenses sometimes have with City Council, media, and the public.

NOW THEREFORE, the Council directs:

- a. Existing Accounting Administrative Rule FIN 6.13 is hereby replaced with FIN 6.13 Overnight and Out-of-Town Travel, as shown in Exhibit A.
- b. FIN 6.13 Overnight and Out-of-town Travel is binding City policy.

Section 2. The Council declares that an emergency exists because delay in adopting the revisions to the City's travel policy would hinder City operations; therefore, this ordinance shall be in full force and effect on April 1, 2016.

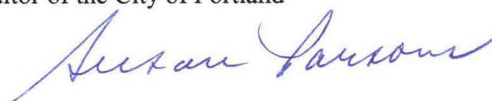
Passed by the Council,

MAR 09 2016

Mayor Charlie Hales
Prepared by: Celia Heron
Date Prepared: February 17, 2016

Mary Hull-Caballero
Auditor of the City of Portland

By



Deputy

207 232

Agenda No.
ORDINANCE NO.

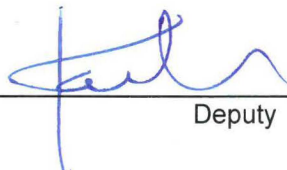
187 61 9

As Amended

Update

(Ordinance; replace Title

*Adopt the City's travel policy as stated in Accounting Administrative Rule FIN 6.13 (Ordinance)

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| INTRODUCED BY Commissioner/Auditor: Mayor Hales | CLERK USE: DATE FILED FEB 23 2016 |
| COMMISSIONER APPROVAL Mayor—Finance and Administration—Hales Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick | Mary Hull Caballero Auditor of the City of Portland By:  Deputy |
| BUREAU APPROVAL Bureau: OMF Bureau Head: Fred Miller <i>Fred Miller</i> Prepared by: Celia Heron Date Prepared: February 17, 2016 | ACTION TAKEN: MAR 02 2016 CONTINUED TO MAR 09 2016 9:30 A.M. |
| Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> | |
| Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| City Auditor Office Approval: required for Code Ordinances | |
| City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan | |
| Council Meeting Date March 2, 2016 | |

| AGENDA | FOUR-FIFTHS AGENDA | COMMISSIONERS VOTED AS FOLLOWS: | |
|---|--|--|---|
| TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion) | | YEAS | NAYS |
| CONSENT <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> Total amount of time needed: 10 minutes (for presentation, testimony and discussion) | 1. Fritz 2. Fish 3. Saltzman 4. Novick Hales | 1. Fritz 2. Fish 3. Saltzman 4. Novick Hales | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |