

## IMPACT STATEMENT

**Legislation title:** \*Adopt the City's travel policy as stated in Accounting Administrative Rule FIN 6.13. (Ordinance)

**Contact name:** Michelle Kirby

**Contact phone:** 503.823.4358

**Presenter name:** Michelle Kirby

**Purpose of proposed legislation and background information:**

The City's travel policy stated in the Accounting Administrative Rule FIN 6.13 is outdated and needs to be reviewed and revised. During the internal review process, the Accounting Division also reviewed and revised existing travel procedures, and drafted a new accounting procedure. Over the years, OMF has received input from City Council offices and City staff about the policy and procedures, including feedback that the requirements were unclear and/or excessively time-consuming. OMF Accounting has researched best practices, prepared changes to FIN 6.13 and related procedures, vetted them with the Council offices' Chiefs of Staff, the City's Accounting Advisory Committee, and a review and comment period with City staff. The changes to the policy and procedures will streamline the travel process while ensuring adequate internal controls and oversight are in place.

**Financial and budgetary impacts:**

There are no additional expenses or revenues anticipated as a result of these policy and procedure updates. It is expected that the streamlined process will lead to a savings of staff time in the bureaus and in the central Accounting Division.

**Policy impacts:**

Significant changes in the policy include an expedited, risk-based approval process for pre-travel and post-travel expenses; a standardized method for calculating partial day per diem; and the option for City staff to procure airfare with a procurement card or through an authorized City travel agent.

**Community impacts and community involvement:**

The City's accounting administrative rule on City travel is an internal policy and as such was not submitted to the public for input. As noted above, the policy and procedures were submitted to City staff for a review and comment period.

**Budgetary Impact Worksheet****Does this action change appropriations?**

- ☐ **YES:** Please complete the information below.
- ☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE  
**Charlie Hales, Mayor**  
**Fred Miller, Chief Administrative Officer**  
**Kenneth L. Rust, Chief Financial Officer**

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March 4, 2016

To: Mayor Charlie Hales  
Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Steve Novick  
Commissioner Dan Saltzman

From: Michelle Kirby, City Controller  
Betsy Ames, Sr. Policy Analyst

CC: Karla Moore-Love, Council Clerk

Subject: Amendments to FIN 6.13 Overnight and Out-of-Town Travel

Based on Council direction at the March 2 hearing on Accounting Administrative Rule FIN 6.13 Overnight and Out-of-Town Travel, staff have amended the language of the policy to require Commissioner-in-Charge approval of all City travel, unless such authority is delegated in writing.

In addition, OMF is requesting that the Council establish an effective date of April 1, in order to have time to update forms and communicate the Council's changes to bureaus.

To make these changes the Council will need to amend the Ordinance as follows:

- Replace Exhibit A with the updated version (attached) which includes the amended language in the "Approval of Travel-related Expenses (Pre-travel)" section.
- Amend Section 2 of the ordinance to establish an effective date of April 1, 2016.

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 ~~from and after its passage by the Council~~ on April 1, 2016.

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