



Maya Sanchez
Mayor

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Alderson Place 1

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RESOLUTION NO. 1603R.11

A RESOLUTION BY THE CITY OF SAN ELIZARIO APPROVING A TRAVEL POLICY FOR THE CITY COUNCIL OF THE CITY OF SAN ELIZARIO

RECITALS

WHEREAS, pursuant to Texas Local Government Code Section 101.00, the City Council of the City of San Elizario ("City") may manage and control the finances of the municipality; and

WHEREAS, the City Council recognizes the need for accountability measures to the City and for transparency standards to its citizens regarding travel by its members; and

WHEREAS, the City Council desires to establish a travel policy containing guidelines for travel authorization and expenditures; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council finds that it is necessary and proper for the good government and order of the City to establish a travel policy for the City Council.

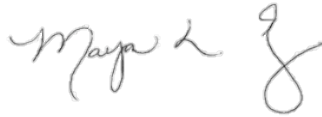
NOW, THEREFORE, BE IT RESOLVED by the City Council of San Elizario, Texas, that:

1. The foregoing Recitals are hereby adopted as facts and incorporated fully herein.
2. The City Council of the City of San Elizario hereby approves the *City of San Elizario City Council Travel Policy*, attached hereto as **Exhibit A** and incorporated fully herein.
3. All resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated, herein.
4. Should any of the clauses, sentences, paragraphs, sections or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

5. This Resolution shall be effective immediately upon passage and approval.

PASSED AND APPROVED this, the 27th day of September, 2016, by a vote of 4 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of San Elizario, Texas.

CITY OF SAN ELIZARIO, TEXAS

A handwritten signature in cursive script, appearing to read "Maya Sanchez".

Maya Sanchez, Mayor

CITY OF SAN ELIZARIO CITY COUNCIL TRAVEL POLICY

I. Purpose

This policy is established to provide uniform guidelines for proper, complete, and timely authorization and reimbursement of reasonable travel expenses incurred by council members when officially representing the City at and/or attending various conferences, meetings, conventions, seminars, and other functions. Each council member shall carry out the purpose of his/her trip in an efficient and economical manner.

II. Employee and Council Travel Policies

Except as noted herein, general procedures and policies related to City employee travel contained in the City of San Elizario Employee Personnel Manual will apply to the City Council. In the event of conflicting provisions or absent provisions, this policy shall control.

III. Budget

1. The annual travel expense budget for City Council shall be allocated among the members of the Council and the Mayor.
2. A council member and the Mayor shall not exceed his fiscally budgeted travel allotment. A request to exceed the budgeted allotment shall be submitted to and determined by the City Council.

IV. Authorization

1. Travel requiring an overnight stay shall require City Council approval.
2. Out-of-state travel shall require City Council approval.

V. Travel Cash Advance

1. A travel cash advance is issued only for authorized travel.
2. Cash advances may be issued for lodging, daily per diem, ground transportation and parking.
3. A request for a travel cash advance must be submitted at least ten (10) business days in advance of travel to ensure sufficient time for processing.
4. Advance payments made do not constitute approval to spend this amount. All expenses must be justified and documented in an expense report.
5. An expense report must be submitted to settle a cash advance and for approval by city council.

6. An expense report must be filed with the city within fifteen (15) days after the completion of travel. Noncompliance may result in a deduction from the council member's monthly stipend for funds advanced.
7. Expenses in excess of the advance amount may be reimbursed upon the filing of an expense report and approval by council.
8. Unexpended advance funds must be returned with the expense report. A refund not submitted will be deducted from the council member's monthly stipend.
9. Unauthorized expenditures of advance funds shall be refunded to the City.

VI. Reimbursement and Expense Reports

1. The City will reimburse a council member for all reasonable and necessary travel expenses.
2. An expense report must be submitted within fifteen (15) days after conclusion of travel for reimbursement.
3. An expense report must include supporting documentation.
4. Reimbursement of travel expenses will be made on an actual basis and/or approved Internal Revenue Service per diem rates.
5. Reimbursement shall issue upon review and approval of the expense report by the City Council as part of the monthly approval of city invoices.
6. Travel expenses for a council member's spouse or guest traveler will not be reimbursed.