

# Executive Order

Version 0.9 released on 11/21/17  
Use for all Executive Orders



<b>CITY COUNCIL USE ONLY</b>		✓	<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____		Date: <u>05-30-2018</u>	
Committee Date: _____	Committee: _____		Item #: <u>4.15.1</u>	
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____			
	2 <sup>nd</sup> Agenda Date: _____			

**All department items requiring Council approval must be submitted through the Mayor's Office.**

## Primary Details

Department	Contact Name	Email	Phone
Mayors Office	Amy Brown	amybrown@cityoftulsa.org	918-596-7484

Description (Subject)  
Travel Policy and Procedures Update

## Summary

Executive Order details and background information

An executive order establishing the mayor's designee for the purpose of travel authorization and updating personnel policies and procedures governing employee travel.

**If this Executive Order amends, rescinds, repeals or supersedes a previous one please provide the following information:**

Affected EO Number: 2012-09

Amend   
 Rescind   
 Repeal   
 **Supersede**

## Processing Information for City Clerk's Office

Post Execution Processing <input checked="" type="checkbox"/> <b>Email copy to Department Contact</b> <input type="checkbox"/> Mail vendor copy (add'l signature copies attached) <input type="checkbox"/> Must be filed with other governmental entity <input type="checkbox"/> Add'l governmental entity approval(s) required	Additional Routing and Processing Details _____
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## Approvals

Department: _____	Date: <u>11-30-17</u>
Legal: _____	Date: <u>12/28/17</u>
Board: _____	Date: _____
Mayor: _____	Date: <u>JUL 02 2018</u>
Other: _____	Date: _____

OFFICE OF THE MAYOR  
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2018-06

AN EXECUTIVE ORDER ESTABLISHING THE MAYOR'S  
DESIGNEE FOR THE PURPOSE OF TRAVEL  
AUTHORIZATION AND UPDATING PERSONNEL POLICIES  
AND PROCEDURES GOVERNING EMPLOYEE TRAVEL.

By the virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

**Section 1. Purpose.** This Executive order establishes the basic policy for all City of Tulsa travel, including authorization, applicability, advances, payments, documentation, and other requirements. This Executive Order also amends Personnel Policies and Procedures Sections 807 and 704, in accordance with the attached drafts.

**Section 2. Travel authorization.** For the purposes of T.R.O., Title 12 – Internal Policies, Chapter 5 Travel Policy and T.R.O., Title 25 – Officers and Employees, Chapter 3 Expenses Allowed, the Mayor's designee shall be the employee's respective department head. When a department head seeks travel authorization, the request for authorization shall be submitted for approval to the Mayor's Chief of Staff.

**Section 3. Personnel Policies and Procedures Section 807 revised.** This Executive Order updates the language of Personnel Policies and Procedures Section 807 – Travel for Official City Business or Professional Development, in order to require utilization of the City of Tulsa's travel agent and MUNIS. This section explains the eligibility, processes and procedures, definitions, allowable expenses, and approvals required for travel.

**Section 4. Personnel Policies and Procedures Section 704 revised.** This Executive Order updates the language of Personnel Policies and Procedures Section 704 to eliminate the City of Tulsa Post-Travel Report requirement.

**Section 5. Applicability.** This policy applies to all officers and employees of the city of Tulsa. Members of all City boards, commissions, and authorities created by the Tulsa Amended Charter or ordinances must also obtain travel authorization prior to departure.

**Section 6. Repeal.** This Executive Order repeals and supersedes Executive Order No. 2012-09, dated December 31, 2012

**Section 7. Effective date.** This Order shall take effect immediately.

Dated this 2<sup>nd</sup> day of July, 2018.

  
\_\_\_\_\_  
G.T. Bynum, Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



  
\_\_\_\_\_  
City Attorney