

**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2024-12**

**AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY,
CREATING A NEW SECTION OF CHAPTER 36 OF THE CITY OF
WALTON CODE OF ORDINANCES IN ORDER TO ADOPT A
POLICY FOR CITY TRAVEL BY CITY EMPLOYEES AND
ELECTED OFFICIALS.**

BE IT ORDAINED BY THE CITY OF WALTON, KENTUCKY AS FOLLOWS:

SECTION ONE

A new Section of Chapter 36 of the City of Walton Code of Ordinances is hereby created to read as follows:

§ 36. TRAVEL POLICY FOR ALL WALTON CITY EMPLOYEES AND ELECTED OFFICIALS.

- A. THE CITY OF WALTON, KENTUCKY, WILL PAY FOR OR REIMBURSE FOR TRAVEL EXPENSES FOR CITY EMPLOYEES AND ELECTED OFFICIALS ONLY FOR TRAVEL FOR CITY BUSINESS AND AS AUTHORIZED BY THE MAYOR, ACCORDING TO THE FOLLOWING:**
- 1. PUBLIC TRANSPORTATION SHALL BE UTILIZED IF FEASIBLE.**
 - 2. FOR AIR TRAVEL, LESS THAN FIRST CLASS WILL BE USED; HOWEVER, UNDER JUSTIFIED CIRCUMSTANCES OR FOR EXPEDIENCY, THE MAYOR MAY AUTHORIZE OTHER TRAVEL MEANS.**
 - 3. OFFICIAL TRAVEL IN PRIVATELY OWNED VEHICLES WILL BE REIMBURSED AT MILEAGE RATE DETERMINED BY IRS RATE.**
 - 4. OTHER NECESSARY EXPENSES SUCH AS TAXIS, PARKING, TOLLS, TELEPHONE CHARGES INCURRED FOR CITY BUSINESS, SERVICE CHARGES, AND OTHER SIMILAR EXPENSES, MAY BE AUTHORIZED AND APPROVED FOR REIMBURSEMENT AT ACTUAL COST.**
 - 5. ALL LODGING AND MEALS WILL BE REIMBURSED AT ACTUAL COST; BUT SHALL NOT EXCEED THE U.S. GENERAL SERVICES ADMINISTRATION (GSA) PER DIEM FOR LODGING AND MEALS.**
 - a. IN NO EVENT SHALL ALCOHOLIC BEVERAGES CHARGES BE REIMBURSED.**
 - b. ALCOHOLIC BEVERAGES SHALL BE INVOICED SEPARATELY FROM ANY FOOD OR ALLOWED DRINK ITEMS.**
- B. OTHER ALLOWABLE TRAVEL EXPENSES:**
- 1. REGISTRATION FEES INCURRED BY ATTENDING A MEETING, TRAINING OR CONFERENCE ON APPROVAL OF THE DEPARTMENT HEAD AND THE MAYOR.**
 - 2. THE USE OF A RENTAL CAR WILL BE REIMBURSED ONLY WHEN THE USE OF SUCH VEHICLE IS MORE FEASIBLE THAN ANY OTHER TYPE OF TRANSPORTATION.**

3. TIPS SHALL BE REIMBURSED AT A MAXIMUM RATE OF 20 PERCENT (20%) OF ACTUAL MEAL EXPENSES.

4. COPYING CHARGES FOR DOCUMENTS RECEIVED WHILE ON CITY BUSINESS AWAY FROM THE OFFICE.

5. ANY SERVICE CHARGES WHICH MIGHT BE INCURRED WHILE ON BUSINESS OF THE CITY.

C. ALL ITEMIZED RECEIPTS, WHETHER PAID BY CITY CREDIT CARD OR BY THE EMPLOYEE OR ELECTED OFFICIAL, SHALL BE SUBMITTED WITHIN FOURTEEN (14) DAYS AFTER RETURN FROM TRAVEL. IF RECEIPTS ARE NOT SUBMITTED WITHIN THE FOURTEEN (14) DAYS, THE EMPLOYEE OR ELECTED OFFICIAL WILL BE HELD RESPONSIBLE FOR THE EXPENSE(S).

SECTION TWO

All ordinances or parts of any ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

SECTION THREE

If any sentence, clause, section or part of this ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

SECTION FOUR

This Ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY 5 OF 5 MEMBERS OF CITY COUNCIL ON THE 13TH DAY OF AUGUST, 2024; AND PASSED AND ADOPTED BY 4 OF 4 MEMBERS OF CITY COUNCIL ON THE 11TH DAY OF SEPTEMBER, 2024, AND WAS THEREAFTER APPROVED BY THE MAYOR AND ORDERED PUBLISHED IN SUMMARY FORM.

APPROVED:

MAYOR TERRI COURTNEY

ATTEST:

GEVANA HICKS, CITY CLERK

DATE OF PUBLICATION: SEPTEMBER 28, 2024