

(R-82-406)

RESOLUTION NUMBER R- 255155

Adopted on OCT 6 1981

RESOLUTION AMENDING COUNCIL POLICY NO. 000-8 REGARDING
TRAVEL BY CITY PERSONNEL.

BE IT RESOLVED, by the Council of The City of San Diego, as follows:

That Council Policy No. 000-8 entitled, "TRAVEL BY CITY PERSONNEL," be and
it is hereby amended as set forth in the Council Policy filed in the office of
the City Clerk as Document No. RR- 255155

BE IT FURTHER RESOLVED, that the City Clerk is hereby instructed to add the
aforesaid to the Council Policy Manual.

APPROVED: John W. Witt, City Attorney

By



Robert S. Teaze
Assistant City Attorney

RST:rc:011.1

9/2/81

Or.Dept: Auditor

Form=r.amcp

PURPOSE

To establish a policy on City Council review and approval of travel by City personnel.

POLICY

1. It is the policy of the City that travel by City personnel shall in all cases be limited to City business, or conferences and meetings from which the City will derive a specific benefit through the attendance of a representative.
2. Known requests for travel shall be included in the annual budget. Such requests shall be subject to Council review and approval in the same manner as other proposed programs and activities. ~~Travel requests approved during Council budget review do not require Council authorization at the time the travel is taken.~~ The City Manager or appropriate authority for non-managerial departments is authorized to make substitutions in destinations ~~if the expense involved in the new destination does not exceed the expenses of the original destination.~~
3. ~~The City Council shall review all unscheduled travel requests for:~~
 - a. ~~Travel out of state.~~
 - b. ~~Travel within the state requiring more than two days and one night.~~
- 4.3. ~~All other~~ Unscheduled travel shall be subject to availability of funds review and approval by the City Manager or appropriate authority for non-managerial departments.
5. ~~Notwithstanding the provisions of the above four sections, City employees may travel without prior Council review and approval if:~~
 - a. ~~The travel is determined by the City Manager or independent Department Head to be of benefit to the City, and~~
 - b. ~~All travel expenses (excluding salary) are fully reimbursed by the sponsoring organization or paid by the employee.~~

Adopted by Resolution No. 178998 2/18/64
Amended by Resolution No. 222328 12/04/78

DOCUMENT NO. PR-255155
FILED OCT 6 1981
OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

00107

Passed and adopted by the Council of The City of San Diego on OCT 6 1981,
 by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Golding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Schnaubelt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dick Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
 Mayor of The City of San Diego, California.

CHARLES G. ABDELNOUR
 City Clerk of The City of San Diego, California.

(Seal)

By Ellen Board, Deputy.

Office of the City Clerk, San Diego, California	
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