

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Financial Services

AGENDA DATE: 10/2/07 - Introduced on the 2nd of October; Public Hearing on the 9th of October

CONTACT PERSON/PHONE: Carmen Arrieta-Candelaria (541-4293)

DISTRICT(S) AFFECTED: All Districts

SUBJECT:

An ordinance to repeal Ordinances 8611, 9969, 10991, 11655, 12159, 12958 and 13647 in their entirety.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

With the change in government to the Council-Manager form of government, it is now more appropriate for the City Manager and his or her designee to direct and administer the procedures necessary to accommodate travel and related activities for all departments, offices and agencies of the City. The Financial Services Department has proposed a Travel Manual that will replace the administrative directive adopted in 2003. Attached are the ordinances referenced above as well as the proposed travel manual.

This item was also discussed and approved unanimously at the Fiscal Affairs and Management Support LRC on September 17, 2007 at 1:00 p.m. Representatives Quintana, Holquin, Ortega and Lilly were present.

PRIOR COUNCIL ACTION

Has the Council previously considered this item or a closely related one?

Council has adopted City Ordinances governing travel.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Citywide travel in 2007 consisted of \$1.2 million in all funds.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

DEPARTMENT HEAD: _____

Carmen Arrieta Candelaria
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

CITY CLERK DEPT.
07 SEP 24 PM 1:29

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NUMBERS 8611, 9969, 10991, 11655, 12159, 12958 AND 13647 WHICH ESTABLISHED PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO

WHEREAS, with the change in government to the Council-Manager form of government, it is now more appropriate for the City Manager and his or her designee to direct and administer the procedures necessary to accommodate travel and related activities for all departments, offices and agencies of the City.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance numbers 8611, 9969, 10991, 11655, 12159, 12958 and 13647 be repealed in their entirety.

PASSED AND APPROVED this ___ day of October 2007.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Bertha A. Ontiveros
Assistant City Attorney

APPROVED AS TO CONTENT:



Carmen Arrieta-Candelaria
Chief Financial Officer
Financial Services Department

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*City of El Paso
History of Travel Ordinances
As of September 2007*

Ordinance No.	Description of Ordinance	Date Established
8611	Established procedures for traveling within the City of El Paso.	March 4, 1986
9969	Modified all of the provisions of Ordinance 8611 and added additional procedures	January 30, 1990
10991	Added reference to unauthorized travel and liability provision	April 28, 1992
11655	Added reference to Convention and Visitor's Bureau and provided guidance with expenses related to the CVB	November 23, 1993
12159	Modified Ordinance 9969 primarily changing from City Council approval of procedures to Mayor only; changed meals per diem to current applicable GAO schedules	November 22, 1994
12958	Changed mileage payments to be established by classification and compensation ordinance	October 8, 1996
13647	Changed mileage payments to be established by IRS regulations	May 12, 1998

3-3-26

8611

CITY CLERK DEPT.

AN ORDINANCE ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO:

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BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

2. The Office of Management and Budget shall prepare and distribute to all City departments a manual containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said manual shall become effective only after it is approved by City Council.

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned promptly to the Comptroller upon conclusion of the travel.

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their departments so as to achieve maximum economy and efficiency.

5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

6. Wherever feasible, the ticket for travel shall be on a commercial carrier and shall be purchased by the City, and not by the employee, according to procedures established by the Office of Management and Budget.

7. All travel outside of El Paso County which is beyond a 50-mile radius from the El Paso city limits shall be approved,

8611

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in advance, by the Mayor and Council. If the City employee requests same-day travel to and from locations within the said 50-mile radius, no advance approval is required.

8. All payments for lodging shall be for the actual expenses, not to exceed \$55 per night. Such payments must be supported by actual receipts.

9. All payments for meals shall not exceed a per diem basis of \$15 for each 24 hours of travel.

10. All payments for ground transportation shall be only for what is necessary and reasonable.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized by City Council. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

- a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time.
- b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.
- c. Intra-city travel is defined to mean any same-day travel within the city limits and within a 50-mile radius of the city limits of El Paso.

In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the

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sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request, and must be approved by the Office of Management and Budget. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, registration and tuition fees). No payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations.

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expenses.

17. In emergencies the Mayor shall have the authority to authorize travel required for the conducting of City business, and any such request shall be placed on the agenda of the Council for ratification at the next meeting of the Council.

18. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City-owned vehicles for other than emergency purposes.

19. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by state, federal or private grants unless the terms of the said grant require differently.

20. The Comptroller will charge the grants which have an

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allocation for travel twenty-one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

21. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

PASSED AND APPROVED this 7th day of March, 1986.

ATTEST:

Carole Hinte
City Clerk

[Signature]
Mayor

APPROVED AS TO FORM:

Radney W. Baylis
Assistant City Attorney

APPROVED AS TO CONTENT:

[Signature]
Chief Administrative Officer

sp2/006
3/3/86

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CITY CLERK DEPT.
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009969

AN ORDINANCE AMENDING ORDINANCE #8611
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance #8611 which was approved by City Council on March 4, 1987 is hereby amended as follows:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

2. The Office of Management and Budget shall prepare and distribute to all City departments an administrative directive containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said directive shall become effective only after it is approved by City Council.

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned within ten (10) working days to the Comptroller after conclusion of the travel.

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their departments so as to achieve maximum economy and efficiency.

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5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

6. Air travel shall be on a commercial carrier, except when the use of a non-commercial carrier is more feasible and economical, and shall be purchased by the City, and not by the employee, according to procedures established by the Office of Management and Budget.

7. Any travel other than intra-city travel as defined in Paragraph 13.c. shall be approved, in advance, by the Mayor and Council.

8. All payments for lodging shall be for the rate established by the most current applicable GAO schedules for the particular location, unless otherwise approved by City Council as provided herein. Such payments must be supported by actual receipts.

9. All payments for meals shall not exceed a per diem maximum of \$26 for each 24 hours of travel or a maximum of \$34 when traveling to a designated high rate geographical area according to the most current applicable GAO schedules. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:

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Breakfast - Between 6:00 a.m. and 11:00 a.m.	\$ 6.00	\$ 8.00
Lunch - Between 11:00 a.m. and 5:00 p.m.	\$ 8.00	\$11.00
Dinner - After 5:00 p.m.	<u>\$12.00</u>	<u>\$15.00</u>
	\$26.00	\$34.00

10. All payments for ground transportation shall be only for actual expenses which are reasonable and necessary.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile unless travel by privately owned vehicle is allowed as a convenience to the employee, in which case payment shall be at fifteen (15) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized by City Council. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time unless the private vehicle is used for the convenience of the employee, in which case the payment shall be at fifteen (15) cents per mile.

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b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.

c. Intra-city travel is defined to mean any same-day travel within the city limits and travel to locations in El Paso County and in other counties (such as, Van Horn, Alamogordo, Las Cruces, Dell City) which does not require overnight accommodations.

d. Periodic audits by the Office of Management and Budget will be conducted through the request of Mayor's Office or Chief Administrative Officer.

e. In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request, and must be approved by the Office of Management and Budget. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

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15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). No payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations.

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expenses. Reimbursement in amounts over \$50. or 10% of the travel amount, whichever is higher, shall be submitted to City Council for approval. All reimbursements submitted after ten (10) working days will not be considered, unless approved by the Chief Administrative Officer.

17. In emergencies the Mayor shall have the authority to authorize travel required for the conducting of City business, and any such request shall be placed on the agenda of the Council for notification at the next meeting of the Council.

18. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City-owned vehicles for other than emergency purposes.

19. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the terms of the said grant require differently.

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20. The Comptroller will charge the grants which have an allocation for travel twenty-one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

21. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

22. This Ordinance shall take effect on February 13, 1990.

PASSED AND APPROVED this 30th day of January, 1990.

J. Hagan
Mayor

ATTEST:

Carole Hunter
City Clerk

APPROVED AS TO FORM:

[Signature]
First Assistant City Attorney

APPROVED AS TO CONTENT:

Chief Administrative Officer

sp2-050
1/29/90

009969

CITY CLERK DEPT.
07 SEP 24 PM 1:30

010991

AN ORDINANCE AMENDING ORDINANCE #009969
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO BY PROVIDING FOR
REIMBURSEMENT OF EXPENSES AT THE DISCRETION
OF THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Paragraph 16. of Ordinance #009969 which was approved by
City Council on January 30, 1990 is hereby amended as follows:

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expense. Reimbursement in amount over \$50, or 10% of the travel amount, whichever is higher, shall be submitted to City Council for approval.

A request for reimbursement for any travel for which no advance approval was obtained as provided herein must be submitted to City Council for approval. Failure of the City Council to approve any such travel after the fact shall not subject the City to any liability to the employee or the third persons with whom the employee contracts regarding the unauthorized travel.

All reimbursements submitted after ten (10) working days will not be considered, unless approved by the Chief Administrative Officer.

Except as herein amended all terms and provisions in Ordinance #009969 shall remain in full force and effect.

1992.

PASSED AND APPROVED this

28th day of April,

Mayor

ATTEST:

Carole Hunter
City Clerk

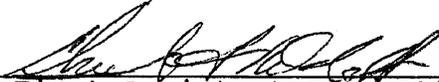
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APPROVED AS TO FORM:



First Assistant City Attorney

TravelAmd.ord

010991

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CITY CLERK DEPT.

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AN ORDINANCE AMENDING ORDINANCE #009969
AS AMENDED BY ORDINANCE #10991
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO BY PROVIDING
FOR ENTERTAINMENT EXPENSES AT
THE DISCRETION OF THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Paragraph 15. of Ordinance #009969, be amended as follows:

- 15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). Except as provided in this paragraph, no payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations. Notwithstanding, the prohibitions on payment of entertainment expense above, staff of the Convention and Visitors Bureau shall have the right to expend City funds for entertainment when such expenses are directly incurred when actively recruiting convention business and when such expenses are approved in advance by City Council.

Except as herein amended all terms and provision in Ordinance #009969, as amended by Ordinance #10991 shall remain in full force and effect.

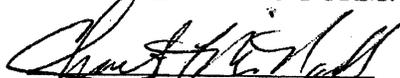
PASSED AND APPROVED this 23rd day of November, 1993.


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


First Assistant City Attorney

MCNABB\8936.1

011055

012159

CITY CLERK DEPT.

07 SEP 24 PM 1:30

AN ORDINANCE AMENDING ORDINANCE #~~9699~~^{#9969}, AS AMENDED,
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance #~~9699~~^{#9969} which was approved by City Council on January 30, 1990, later amended, is hereby changed to read as follows:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

2. The Chief Administrative Officer shall prepare and distribute to all City departments an administrative directive containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said directive shall become effective only after it is approved by the Mayor.

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned within ten (10) working days to the Comptroller after conclusion of the travel.

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their

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CITY CLERK DEPT.
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departments so as to achieve maximum economy and efficiency.

5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

6. Air travel shall be on a commercial carrier, except when the use of a non-commercial carrier is more feasible and economical, and shall be purchased by the City, rather than the employee, wherever possible.

7. Any travel other than intra-city travel as defined in paragraph 13.c. shall be approved, in advance, by the Mayor.

8. All payments for lodging shall be for the rate established by the most current GAO schedules, unless otherwise approved by the Mayor for the particular location, and shall include applicable taxes. Such payments must be supported by actual receipts.

9. All payments for meals shall not exceed the per diem rate established by the most current applicable GAO schedules. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covered in accordance with the following schedules:

Breakfast - Between 6:00 a.m. and 11:00 a.m.	20% of total
Lunch - Between 11:00 a.m. and 5:00 p.m.	30% of total
Dinner - After 5:00 p.m.	50% of total

10. All payments for ground transportation shall be only for

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actual expenses which are reasonable and necessary.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile unless travel by privately owned vehicle is allowed as a convenience to the employee, in which case payment shall be at fifteen (15) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized on the travel request. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time unless the private vehicle is used for the convenience of the employee, in which case the payment shall be at fifteen (15) cents per mile.

b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.

c. Intra-city travel is defined to mean any same-day travel within the city limits and travel to locations in El Paso County and in other locations (such as, Van Horn, Alamogordo, Las Cruces, Dell City) which does not require overnight accommodations.

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d. Periodic audits by the Office of Management and Budget will be conducted through the request of the Mayor or Chief Administrative Officer.

e. In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). Except as provided in this paragraph, no payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations. Notwithstanding the prohibitions on payment of entertainment expense above, staff of the Convention and Visitors Bureau shall have the right to expend City funds for entertainment when such

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expenses are directly incurred when actively recruiting convention business, and the specific use of entertainment money shall be detailed in the reconciliation report after the travel which is submitted to the Comptroller.

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expense. Reimbursement in amounts over \$50, or 10% of the travel amount, whichever is higher, shall be submitted to the Mayor for approval. A request for reimbursement for any travel for which no advance approval was obtained as provided herein must be submitted to City Council for approval. Failure of the City Council to approve any such travel after the fact shall not subject the City to any liability to the employee or the third persons with whom the employee contracts regarding the unauthorized travel. All reimbursements submitted after ten (10) working days will not be considered, unless approved by the Mayor or Chief Administrative Officer.

17. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City-owned vehicles for other than emergency purposes.

18. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the

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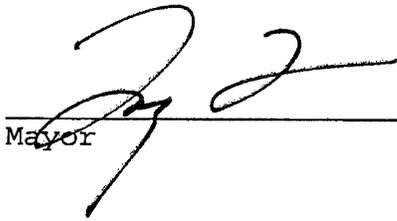
terms of the said grant require differently.

19. The Comptroller will charge the grants which have an allocation for travel twenty-one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

20. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

PASSED AND APPROVED this 22nd day of November,
1994.

THE CITY OF EL PASO



Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:

First Assistant City Attorney

APPROVED AS TO CONTENT:

Chief Administrative Officer

012958

CITY CLERK DEPT.
07 SEP 24 PM 1:30

#9969

**AN ORDINANCE AMENDING ORDINANCE ~~#9699~~, AS AMENDED,
ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO,
BY PROVIDING FOR UPDATES TO MILAGE REIMBURSEMENT RATES**

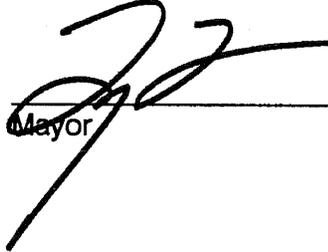
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance ~~#9699~~ ^{#9969} which was approved by City Council on January 30, 1990,
later amended, is hereby changed by revising Section 13.a. to read as follows:

- 13. The payments for expenses for intra-city travel shall be as follows:
 - a. Milage payments for authorized use of a private vehicle if no City vehicle is available within a reasonable time shall be at the rate established by City Council pursuant to the Classification and Compensation ordinance.

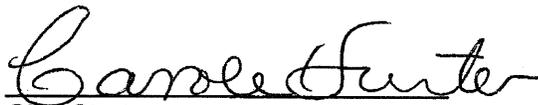
PASSED AND APPROVED this 8th day of Oct., 1996.

THE CITY OF EL PASO



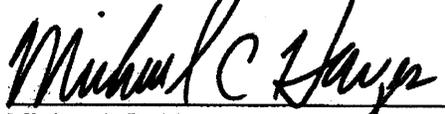
Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



Michael C. Hayes
Assistant City Attorney

APPROVED AS TO CONTENT:



Pat Diamanti
Director of Personnel

013647

#9969 CITY CLERK DEPT.

AN ORDINANCE AMENDING ORDINANCE #9699, AS AMENDED, ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO, BY PROVIDING FOR UPDATES TO MILEAGE REIMBURSEMENT RATES

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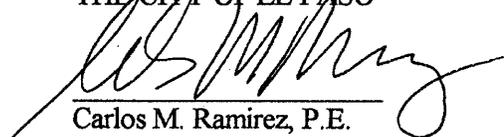
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance ~~#9699~~ ^{#9969} which was approved by City Council on January 30, 1990, later amended, is hereby changed by revising Section 13.a. to read as follows:

- 13. The payments for expenses for intra-city travel shall be as follows:
 - a. Mileage payments for authorized use of a private vehicle if no City vehicle is available within a reasonable time shall be paid to employees at the Standard Mileage Rate established by the Internal Revenue Service which determines this rate for reimbursing car expenses.

PASSED AND APPROVED this 12th day of May, 1998.

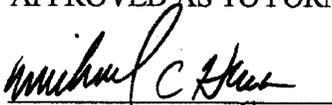
THE CITY OF EL PASO


Carlos M. Ramirez, P.E.
Mayor

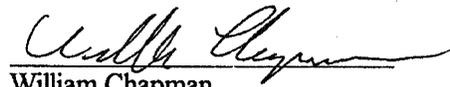
ATTEST:


City Clerk

APPROVED AS TO FORM:


Michael C. Hayes
Assistant City Attorney

APPROVED AS TO CONTENT:


William Chapman
Director, Office of Management and Budget



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City of El Paso

Travel Manual

October 2007
(Draft Version)

Prepared by:
Financial Services Department

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Note: The administrative policies and procedures outlined in this manual supercede all previous administrative policies and procedures in place prior to October 2007, that may have been included in memorandums, emails or other means of communication. All questions or conflicts with departmental procedures need to be directed to the Fiscal Operations Division of the Financial Services Department at (915) 541-4435.

CITY OF EL PASO

Travel Manual

1.0 Purpose of Manual

This manual outlines the administrative policies and procedures with respect to travel and related activities for the City of El Paso (the “*City*”). Travel policies are approved by the City Manager.

The policies and regulations for travel set forth in this procedure shall apply to all activities financed by any funds for which the City has fiduciary or oversight responsibility including state, federal or private grants unless the terms of the said grant require differently.

2.0 City Ordinances – Travel

City Ordinances, originally established in 1986, governed City travel policies. Subsequent to this time, all related ordinances have been repealed and administrative regulations have been developed by City Departments and approved by the City Manager that will govern travel and related activities for the City of El Paso.

3.0 Definitions

- A. **Actual Expenses** – Expenses supported by actual receipts, detailing items purchased.
- B. **Advance** – Funds allotted to an employee prior to travel.
- C. **Emergency Travel** – Travel authorized by the City Manager for the conducting of business in an emergency.
- D. **Expense Reconciliation** – A reconciliation, usually prepared by the employee traveling, of the expenses incurred during a particular trip that is prepared after the travel, or upon the completion of the travel, to determine if actual travel expenses exceeded or were less than the approved amounts advanced.
- E. **Local Travel/Training (Intra-City)** – any same day travel to locations in El Paso County and in other locations such as Van Horn, Alamogordo, Las Cruces, Dell City which does not require overnight accommodations and for which approval is not required.

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- F. **Necessary and Reasonable Expenses** – Criteria used to evaluate expenses which are not supported by actual receipts such as miscellaneous expenses.
- G. **P-card Purchases** – Any purchases paid on behalf of the employee on an employees’ procurement card for any necessary and reasonable expenses incurred as part of an authorized trip. See the City of El Paso’s Procurement Card Manual for policies and procedures related to an employee’s use of the P-card.
- H. **Per Diem Allowance** – Monetary allowance for lodging and/or meals.
- I. **Reimbursement** – Funds paid to an employee upon returning from travel when actual expenses exceed the amount advanced.
- J. **Refund** – Any advance in excess of actual expenses which must be returned to the City.
- K. **Travel Request** – Form prescribed by OMB and the Financial Services Department which is transmitted for approval to the authorizing department head and which is subsequently used for Expense Reconciliation.
 - a. **“Open” Travel Request** – An authorized Travel Request is considered “open” when an expense report has not been filed with the Department Head and any refund of travel advance due the City or reimbursement due the employee has **not** been paid.
 - b. **“Closed” Travel Request** – An authorized Travel Request is considered “closed” when an expense report has been filed, reconciled and any refund of travel advance due the City or reimbursement due the employee has been paid.
- L. **GSA Schedules** - 41 Code of Federal Regulations (CFR) chapters 300-304, which implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense; these are the schedules that are adopted by the City and can be found at www.gsa.gov/federaltravelregulation or www.gsa.gov. Click on “Per Diem Rates.”

4.0 General Travel Guidelines

Each department is responsible to plan, arrange and approve requested travel of employees so as to achieve maximum economy and efficiency. Travel should not be granted if the purpose of the trip could be handled by mail or telephone, available local training or other viable options.

All travel requests shall be approved in advance of the travel. Departments may establish different guidelines for this approval, but all travel arrangements and authorizations must be made in advance of the employee traveling. **Failure to adhere to this policy may result in the City's refusal to reimburse employee(s) for any costs associated with any particular trip.**

Planning of trips is essential to reduce travel costs. Travel should be requested far enough in advance for authorization to be granted in time to take advantage of reduced fees offered for early registration and discount airline fares. It is recommended that employees fill out a Travel Request at least fifteen (15) working days prior to the travel date.

Generally, all travel that requires an expenditure of funds should require department head or budgetary authority approval. Funds must be budgeted for travel PRIOR to making any arrangements for travel. Departments should exercise control of travel expense by keeping costs within established appropriations. All Travel Request(s) should be completed prior to taking a particular trip and reconciled at the completion of trips to ensure completeness and appropriateness of expenses claimed.

In general, the City assumes the following basic premises when Departments conduct travel:

1. Departments have adequate budget to support the expenditures to be incurred by all individuals traveling.
2. All costs for each individual trip do not exceed \$5,000 in total per individual. Travel costs in excess of \$5,000 per person should be approved by the City Manager or Deputy City Manager prior to incurring any costs of the trip, regardless of budget authority.
3. Trips outside of the continental United States should be approved by the City Manager or the Deputy City Manager prior to incurring any costs for the trip, regardless of budget authority.

Travel shall be approved only to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs. Approved travel also applies to "No cost" travel as off-duty hours are part of oversight.

Departments should examine travel destinations to ensure that travel is to destinations, which are in closest proximity to the City. If there are seminars, conferences, etc., scheduled throughout the year at various locations and the determination is made to have an employee attend, choose the location closest to El Paso.

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The mode of travel wherever feasible shall be air travel by commercial carrier and shall be the most economical available, but in any event shall never exceed coach fare by air. A cost analysis may be prepared to ensure that the travel shall be the most economical available and where various options exist, the chosen option shall be the most economical as demonstrated by the analysis.

Transportation and registration expenses incurred pursuant to an approved Travel Request shall be paid on the basis of actual costs. Lodging accommodations may be paid by per diem or actual cost of conference hotel as authorized by the Department Head. All other usual travel expenses will be paid on the basis of a per diem allowance.

The City shall not pay expenses resulting from indirect routes of travel and arriving earlier and leaving later than necessary to conduct official business. Adjustments must be made for any of these types of expenses to ensure that the City is not incurring these types of costs.

Vacation may be taken in conjunction with travel on official business at no additional cost to the City provided this fact is specifically indicated on the face of the Travel Request and is approved by the Department Head. The necessary paperwork (i.e. Human Resources leave forms) must be submitted in conjunction with the travel.

When a spouse or other members of an employee's family attend a conference or meeting, none of their expenses shall be borne by the City. The employee may not charge these expenses to the City either through a P-card or an advance. These costs should be incurred by the employee and the Travel Request shall reflect only those expenses incurred by the employee.

In instances where use of personal automobile is allowed for the convenience of the employee, lodging, meals, and other expenses will be allowed on the same basis as if the employee had traveled by air. Travel time will also be allowed on the same basis as if the employee had traveled by air. The employee will charge the City only the time that would have been required to make the trip using airline transportation. All time used in excess of air travel time shall be charged to employee leave time.

Travel requests should indicate the number of hours the employee is away from the duty station. Do not include weekend hours unless employee normally works on the weekend. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

All travel requests should be screened to limit trips, number of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of department mission.

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Departments may also limit the amount of costs allowable on the trips due to budgetary and other constraints. Allowable costs are only those authorized as documented on the Travel Request executed for each trip.

Departments should retain all files and forms related to trips authorized by the Department in good order and easily accessible in the event of an audit by the City's internal audit or external auditor as requested by the City Manager.

5.0 Methods of Payments for Travel

Generally, there are three different ways to pay for travel expenses. A combination of these three methods can be used; any or all methods can be used to accommodate the travel expenses for employees. Regardless, however, of the method(s) used, they must be reconciled in accordance with Section 13 of this manual. The reconciliation process is critical to ensuring that all payment methods are reconciled at the completion of a travel. In addition, original receipts should be maintained for all expenses incurred.

Once a Travel Request has been approved, costs may be incurred using the following three methods:

1. P-Card
2. Departmental vouchering process
3. Travel advance

5.1 P-Card

The P-Card method is the preferred method of payment. All registration, conference fees, airline and car reservations, and hotel accommodations should be made using the P-Card. These expenses may be charged by the Central Booking Agent as defined in Section 14.1 of this manual or by individual P-Card holders. If more than one individual is traveling, one P-Card holder may book all travel for the group to his/her P-Card to expedite the travel process. This needs to be adequately documented in all of the corresponding related Travel Request(s). This should be approved by the Department Head on the Travel Request.

Since the P-card program has been implemented, departments should not use any "Ghost Cards". This has been a prior practice and should be discontinued immediately.

Per Diem and other costs may also be reimbursed to the employee through the Out-of-Pocket module in the P-card system. These types of costs should only be reimbursed at the completion of a trip and in conjunction with the reconciliation of the Travel Request.

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5.2 Departmental vouchering process

In the event that a P-Card is not acceptable method of payment, the next preferred method is the Departmental vouchering process. This requires the Department to process a voucher (i.e. check) for the registration and other costs. All supporting original documentation should be retained with the voucher with a COPY attached to the completed, approved Travel Request. A purchase order may also be issued and provided to the employee to hand-deliver to the organization as deemed appropriate.

5.3 Travel Advance

A travel advance may be prepared and processed through the Departmental vouchering process as indicated in 5.2 above. Travel advances are authorized on the basis of an approved Travel Request. Generally, travel advances will be made for hotel and meal per diem allowances. It is rare that a travel advance is made for the registration and/or seminar costs.

In lieu of a travel advance, employees with P-cards should consider a reimbursement through the P-card's Out-of-Pocket reimbursement system. See Section 13.0 for specific instructions regarding reimbursement.

6.0 Local Travel/Training (Intra-City)

6.1 Actual cost for registration fees (and meals if included in fee) at conference or meetings when attendance is approved in advance and is a requirement of the job or in the interest of the City because of essential information. Lunches for local travel/training outside of those included in the registration fee are not allowed unless strictly authorized by the department.

6.2 If a city vehicle is available for use, employees **must** use this method of transportation rather than a personal vehicle unless employee receives a monthly allowance for gasoline or a car allowance as described in Section 6.3 of this Manual. In instances where use of a personal vehicle is required, the employee will be reimbursed at forty-eight and one half cents (\$0.485) or latest amount set at the Standard Mileage Rate established by the Internal Revenue Service. When a personal vehicle is used for the convenience of the employee and approved by the Department Head, reimbursement will be at forty-eight and one half cents (\$0.485), or latest amount set at the Standard Mileage Rate established by the Internal Revenue Service.

6.3 City employees who receive a monthly allowance for gasoline or a car allowance shall not be entitled to receive any reimbursement for local

travel expenses in addition to the said gasoline or car allowance, and is prohibited from driving city-owned vehicles for other than emergency purposes.

- 6.4 Generally, a Travel Request Form is not necessary when traveling within the boundaries of the City of El Paso.
- 6.5 In any event, no payment will be made for travel expenses between a City employee residence and the assigned place of work. For example, if an employee drives from his place of residence directly to the location where the conference is being held and back to his residency, no payment shall be made.

7.0 Travel Other than Local

All travel other than local shall necessitate a written document indicating approval. The City utilizes the Travel Request Form, or "Travel Request" to document such approval. A Travel Request must be prepared and submitted in accordance with the guidelines in this Manual. See Section 13.0 of this Manual for specific instructions on filling out the Travel Request. No reimbursements for any travel will be made unless this form is filled out in its entirety and appropriate signatures have been obtained.

A Department Head or budget authority shall approve all Travel Requests. In the case of the City Manager, the Mayor will approve the travel.

In the case of the Mayor and the City Council, the City Manager or his/her designee will review the travel. This review will be to ascertain the municipal purpose of travel, however, it is generally the responsibility of each member of Council and the Mayor to ensure that the travel is for such a purpose.

7.1 Prior to Travel

A Travel Request must be submitted in advance of the travel. Each department is required to establish guidelines regarding this timeline.

7.2 After Travel

After each travel, the Travel Request reconciliation shall be completed within ten (10) working days after the conclusion of the travel.

8.0 Registration Fees

Requests for attendance at conferences, training sessions, or other meetings, must be supported by a program or other evidence of the opening and closing dates and

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time, the fee rate, and meals that are included. The Department shall not pay for expenses for registration or tuition which are not allowed or are considered unreasonable. Registration costs are authorized to the extent necessary to transact official business; expenses of "tour packages," "golf excursions" or any other similar, extra-curricular activities offered in connection with conference registration are not allowed.

It is preferred that registration fees be paid directly by the Department Central Booking Agent using an issued P-Card to the sponsoring organization if feasible. The next preferred method is through the departmental vouchering process. A purchase order may also be issued to the employee and payment may be made from an invoice. Regardless of payment method, a receipt should document the amount of monies paid for the registration fee.

If none of these options exists, the registration fee will be advanced to the employee and it will be his responsibility to pay the vendor. A receipt or some other proof of the fee payment shall be submitted with the Travel Request reconciliation when the fee is paid by the employee out of advanced funds.

9.0 Transportation

9.1 Commercial Air Transportation

All commercial air transportation reservations shall be processed according to the following procedure:

- a. Travel should be planned sufficiently in advance to take advantage of reduced fares. Pricing may be obtained from the Internet, telephone or other means to be determined as the most expedient and most cost effective way to purchase the airfare.
- b. Coach fare shall be considered standard for air travel, however, the most economical available shall be utilized, i.e., discount fares where feasible.
- c. Tickets purchased from the Internet should be sent to the Department requesting the airline tickets.
- d. If a situation arises that during travel additional fees or fares are incurred they must be substantiated by a receipt and written justification, and will be subject to approval as provided.

9.2 Vehicular Transportation

All vehicular transportation shall comply with the following:

- a. Travel in a City vehicle may be authorized if it is in the best interest of the City considering such factors as time required, destination, travel distance, and number of persons in the travel

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group. Gas, oil, and other service station assistance are generally considered an authorized expense. The appropriate charges will be applied through the Internal Service Fund.

- b. Travel by personal vehicle for City business, at the reimbursement rate of \$.485 or the Standard Mileage Rate established by the Internal Revenue Service per mile, may be authorized if commercial transportation is not practical and a City vehicle is not available. Travel by personal vehicle for the convenience of the employee is reimbursable at \$.485 or the Standard Mileage Rate established by the Internal Revenue Service. Odometer readings from employee's residence or official work site (whichever is shorter distance) to final destination and return should be used to calculate mileage. Internet sites, such as MapQuest.com may be used to calculate mileage. However, the reimbursement shall not exceed the least expensive coach fare available, at the time of travel, as stated previously.
- c. When authorized, car rental reservations should be made by the Department or individual traveling in advance. A rental car may be authorized when determined to be necessary. "Necessary" is defined as a rental car is needed to conduct official business and other alternatives, such as public transportation, are either more costly or impractical due to the exigency of travel. Generally, a car rental should not exceed the full-size option and should be the most economical option available. Luxury vehicles are not considered an appropriate option unless there is specific justification for the rental. Insurance should be purchased from the rental car agency when personal insurance companies will not insure a driver using a rental car and must be supported by the receipt. Gasoline is considered an allowance expense. Travelers should fill up rental car gas tanks prior to returning to the agency in order to avoid exorbitant fuel charges. Gas receipts are to be submitted with the Travel Request Form when reconciling the form after the travel. Rental Cars are generally not an authorized expense if employee's lodging is at conference hotel.

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9.3 Ground Transportation

Ground transportation shall be only for what is considered reasonable and necessary and must be supported by actual receipts. This includes expenses for use of taxis or airport limousine in connection with travel. It should be noted that most hotels provide a shuttle service to and from the airport free of charge.

10.0 Lodging/Hotel Accommodations

The allowance for lodging must be determined from information provided by the hotel when reservations are made, unless otherwise approved by the City Manager or Deputy City Managers in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts.

The City shall pay the actual cost of hotel room or use the basis of per diem as outlined in the GSA Schedules. When traveling abroad or outside of the continental United States, per diem rates for foreign travel will apply, otherwise use the domestic rates listed. In the case of the City paying for the actual cost, the room rate must be substantiated by an original hotel issued receipt that indicated all charges and payments credited. Reimbursement using the Per Diem rates need not have supporting receipts. Either method should be documented on the Travel Request.

11.0 Meals

The City will only reimburse for meals using the most current GSA Schedule and is the maximum amount that will be reimbursed. To determine the maximum per diem allowance, use the most current applicable Federal Register for that specific geographical destination. When traveling abroad or outside of the continental United States, per diem rates for foreign travel will apply, otherwise use the domestic rates listed. These schedules can be found at www.gsa.gov/federaltravelregulation or www.gsa.gov. Click on "Per Diem Rates."

Per Diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:

Breakfast-Between 6:00 a.m. and 11:00 a.m.

Lunch-Between 11:00 a.m. and 5:00 p.m.

Dinner-After 5:00 p.m.

Reimbursement percentages should be as follows:

a) At Designated Geographical Area

Breakfast-Between 6:00 a.m. and 11:00 a.m.	20%
Lunch-Between 11:00 a.m. and 5:00 p.m.	30%
Dinner-After 5:00 p.m.	50%

- b) Leaving and Returning to El Paso
- (1) Flights leaving before 8:00 a.m. - Breakfast
 - (2) Flights leaving between 11:00 a.m. and 1:00 p.m. - Lunch
 - (3) Flights leaving between 5:00 p.m. and 8:00 p.m. - Dinner
 - (4) Flights returning between 8:00 a.m. and 11:00 a.m. - Breakfast
 - (5) Flights returning between 2:00 p.m. and 5:00 p.m. - Lunch
 - (6) Flights returning after 6:00 p.m. - Dinner
- c) Meals included in registration fees, or provided by another agency may be deducted from the per diem reimbursement allowance.

11.1 Food and Beverage Policy

In order to ensure that the Food and Beverage Policy as approved by the City Manager is also adhered to during travel and related activities, it is included in this section of the manual. It is excerpted in its entirety as follows:

Section I – Allowable expenses

Elected Officials and Department Heads may use their discretion in authorizing limited purchases of food and beverages for specific municipal purposes with City Funds. Food and beverages may be purchased in accordance with the following guidelines:

1. Items must be purchased for authorized “events” that serve a municipal purpose. Appropriate events include but are not limited to the following:
 - a. Parks dedication ceremony
 - b. City-recognized board meeting
 - c. City-sponsored awards presentation
 - d. Scheduled staff training session
 - e. Testing sessions where volunteer assessors and employees are not released for breaks or meal times
 - f. Council and Staff meetings held during normal meal hours where employees are not released from work
 - g. Expenses may be authorized to pay for meals for officials, dignitaries and others invited to City events, as authorized by the Department Head.
 - h. Expenses must adhere to City’s procurement, P-card and Travel Policy guidelines as outlined in the respective manuals.
2. Funds may only be used if budgeted

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- a. Only the funded food and beverage account (503115) may be used with the exception of discretionary funds as outlined in Section III below.
 - b. Prior to a purchase using petty cash or the P-card, the budget must be in the appropriate account.
3. Items may be purchased through the City's vouchering process, petty cash or using the City's P-card. All procedures are documented in the City's purchasing, petty cash and P-card manuals and should be followed accordingly. **IF USING A CITY P-CARD FOR FOOD AND BEVERAGE PURCHASES, AUTHORIZATION MUST BE RECEIVED PRIOR TO USING THE P-CARD.** Regardless of the method used, receipts must be retained in order to document the specific municipal purposes.
- a. In accordance with the P-card manual, P-Card holders must submit receipts on a timely basis. If food and beverage expense receipts are not turned in on time, they will be specifically disallowed and individuals will have ten days to reimburse the City for these expenses. Failure to do so will result in the loss of P-card privileges indefinitely and individuals will have their paycheck garnished for the amount owed.

Section II – Non-allowable expenses

City staff is prohibited from using City funds for any personal financial gain. The following must be adhered to:

1. Individuals are not permitted to use City funds, P-cards or petty cash in El Paso area restaurants for their personal meal regardless of function.
2. Individuals may not seek reimbursement for meals eaten by themselves, family member or non-business related guests.
3. Under no circumstances are City funds to be used for the purchase of alcoholic beverages.
4. Purchases of bottled water are disallowable unless a municipal purpose is specifically identified.
5. City employees are not to establish working lunches where the City pays for the meal unless meeting the event conditions specified in I-1 above.
6. Meals where only City employees are present unless meeting the "event" conditions specified in I-1 above.

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Section III - Discretionary Funds

In addition to the above requirements specifically outlined in Sections I and II, Mayor and Council are prohibited from using their discretionary funds for purchasing food locally with either P-card assigned or through a departmental voucher. If purchasing food for a meeting, items must be purchased using personal funds first and then seek reimbursement through the appropriate process to ensure that it is a legitimate business expense. Upon determination as legitimate, a **petty cash reimbursement** will be promptly processed. See the Petty Cash manual for all related policies and procedures.

Discretionary funds should not be used for local meals and entertainment purposes since Mayor and Council representatives receive an expense allowance for these types of purposes. For example, a meal between a representative and a constituent or vendor should not be paid out of discretionary funds.

Additionally, P-cards should be used mainly for travel and related-travel expenses. Meals for travel can be purchased in accordance with the City's travel policy.

Section III – Non-compliance

Individuals violating this policy may be:

1. Required to reimburse the City for unauthorized personal expenses. If an individual fails to reimburse the City for unauthorized personal expenses upon request, the following will apply:
 - a. Possible permanent loss of use of P-card
 - b. Garnishment from paycheck.
2. Subject to disciplinary action up to suspension or possible termination.

Section IV – Other issues

Adequate documentation must support all expenses, regardless of method of payment (i.e. P-card, voucher or petty cash reimbursement). An adequate description must be written on the face of every receipt to ensure that it may be easily identifiable as a City-related business purpose. For

example, a description of the meeting date, purpose and attendees should be written on the face of the receipt. Any P-card purchases without sufficient documentation will be deemed disallowable and the provisions of Section III-Non-compliance will apply.

All actual receipts for food and beverages must be retained by the department and be specific and detailed in nature to determine the actual items being purchased. For example, a receipt from a restaurant should be detailed to determine amount of meal, meal type purchased, and beverages purchased.

12.0 Other Expenses

12.1 Long Distance Telephone Calls While Traveling

Telephone calls shall be for what is reasonable and necessary, only for official City business and must be supported by appropriate documentations relative to cost and purchase and with the approval of the Department Head. Long distance telephone charges will be allowed for official business calls and will be governed by the following:

12.1.a Calls to City offices shall be made on a collect call basis; all other business related calls to locations other than City offices shall be paid by the employee, who will be reimbursed upon submission of appropriate documentation relative to cost and purpose and with the approval of the Department Head.

12.1.b. Calls for other than City business shall not be made at City expense. One (1) telephone call to the employee's family indicating a safe arrival is permissible for reimbursement.

12.2 Miscellaneous Expenses

Other miscellaneous expenses shall be submitted along with the original receipts and are subject to approval if they were not documented on the original, approved Travel Request Form. No unauthorized expenses or payments shall be made for such expenditures as entertainment or for items that fall under City procurement guidelines. Items such as alcoholic beverages, dry cleaning service or any other personal service are not considered allowable and are not reimbursable.

In no event should an employee incur an expense while traveling over the \$3,000 small-purchase threshold. Expenses above this amount should be referred to the Departmental level for handling.

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Porter services or tips shall only be what is reasonable and necessary and should not exceed \$10.00 total. Items under this limit shall not require any receipts.

If miscellaneous expenses are charged to an individual's P-card, these expenses will be reconciled at the time of the monthly P-card reconciliation and copies attached and noted on the approved Travel Request Form.

If a cardholder needs to purchase an item with personal cash, there are two ways to get reimbursed by the City. The first is to include this in the Travel Request reconciliation process and request the amount through the departmental vouchering process.

The second method is to enter this information in the 'Out of Pocket' expense section of the P-Card statement. The OOP module is designed for DEBIT only, which means that at the end of each P-card cycle, a DEBIT will be provided to an individual's checking account.

13.0 Travel Request Preparation and Reconciliation

The most important procedure related to travel is the Travel Request and its preparation and reconciliation. The Travel Request is a form prescribed by OMB and the Financial Services Department that is prepared either by a Central Booking Agent or an individual and submitted for approval to the authorizing department head, which is subsequently used for Expense Reconciliation.

As defined in Section 3.0 of this manual, an "Open" Travel Request is one that is considered "open" when an expense report has not been filed with the Department Head and any refund of travel advance due the City or reimbursement due the employee has **not** been paid. A "Closed" Travel Request is an authorized Travel Request is considered "closed" when an expense report has been filed, reconciled and any refund of travel advance due the City or reimbursement due the employee has been paid. Only after a Travel Request is closed may it be filed for audit review purposes and is considered complete at the department level.

13.1 Travel Request Preparation

To open a Travel Request, an employee submits a Travel Request for travel to the Department Head for approval. The following basic information is necessary in order to complete an Open Travel Request:

- Name of employee traveling
- Employee's Identification Number
- Position or Title of Employee traveling

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- Date submitted for approval
- Originating location of travel (usually City of El Paso)
- Final destination
- Times and dates of the trips
- Total number of hours away from duty
- Indication of intra-City travel

After the basic information is completed, the Travel Request should list all of the expenses that will be incurred as a result of the travel requested. Transportation, lodging, meals, registration costs and any other anticipated expenses should be listed on the Travel Request. Expenses requested should be in accordance with the policies outlined in this manual.

After approval and ONLY after approval, expenses can be paid for in three ways:

1. Expenses can be paid through the P-card.
2. Expenses can be paid through the Department's vouchering process system.
3. A travel advance can be made to the employee traveling.

13.1.1 Pcard charges

Generally, the Pcard should be used to pay for expenses such as registration fees, airfare, rental car charges, gas charges and lodging. Meals may be charged, however, these charges must NOT exceed the per diem limits allowed by the policies outlined in this manual. See Section 11.0 – Meals in this manual. If meals are charged, the reconciliation process is even more critical to the process.

For expenses incurred out-of-pocket such as meals and for which no travel advance has been provided, employees should enter per diem or actual receipts (to the extent allowed by the Travel Request) in the P-card OOPs module. Reimbursements through the OOPS module are submitted through a batch file of ACH on the midnight of the last day of the approval period. It will take 4-5 business days to reimburse the user's account.

13.1.2 Payments through Departmental Voucher (including Advances)

For payments through the Department's voucher system, the original receipts for lodging, transportation, and registration fees shall be retained with the voucher. A COPY of the voucher and the receipts shall be attached to the Travel Request and noted in the

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space provided on the Travel Form. The voucher number and amount should be listed in the Estimated Expenses Column under "PAID DIRECTLY TO VENDOR THROUGH VOUCHER.

Any advance shall also be listed under the AMOUNTS PAID TO EMPLOYEE column under Estimated Expenses on the Travel Request form. A copy of the Travel Request should be attached to the Original Voucher requesting the advance. A copy of the voucher and check should be attached to the Travel Request.

Travel advances will **not** be made in the following circumstances:

1. No travel advances shall be made to employees who have a prior "Open" Travel Request. Such Open Travel Request is a failure to file the required Expense Report(s) and/or repay the unused portion of any travel advance within the ten (10) days after the conclusion of travel, unless such delay has been authorized by the City Manager, or designee.
2. Travel advance is less than \$50.00 for the employee traveling. Employees will be reimbursed at the end of the trip when the Travel Request is reconciled.

13.2 Final Reconciliation

After the trip has been completed, employees should complete the "Expense Report" section of the Travel Request and provide all receipts necessary to CLOSE the Travel Request.

The employee should determine the amount due to the City or from the City to the employee. If funds are due to the City (i.e. if the advance exceeds expenses reimbursable under provisions of this directive or in the event of the cancellation or indefinite postponement of travel for which an expense advance has been issued), monies due the City shall be paid within ten (10) days to the Department's Central Booking Agent. The employee should submit a check or cash for the amount due **in full**.

If reimbursement is due, a check may be issued directly to the traveler or the reimbursement can be made through the P-Card's OOPs module as indicated in 13.1 above. Reimbursements under \$1.00 will not be necessary. If an employee does not wish to receive a reimbursement, then that must be indicated on the reconciliation.

The Department shall retain the applicable Travel Request along with all related documentation for audit purposes. The Travel Request will then be considered closed.

14.0 Responsibilities of Department

Department Heads may establish internal guidelines in order to manage travel more efficiently within their department. Any additional guidelines may not be less stringent than those outlined in this manual.

It is the Department's sole responsibility to ascertain that funding is available for travel incurred by their employees as well as for travel of others traveling on departmental business.

It is the Department's responsibility to ensure that both the Department Head and the Assistant Department Head are not absent from the Department at the same time or arrangements have been made to ensure coverage at the department level.

14.1 Central Booking Agent

Departments may designate an employee as a Central Booking Agent in order to centralize all travel for employees within the department. The Central Booking Agent will handle all travel and may be issued a P-Card through the Financial Services Department to conduct travel transactions such as airline reservations, hotel accommodations, etc. The Central Booking Agent should ensure that sufficient purchasing authorization as well as travel authorization is set up for use on the assigned P-Card. Refer to the P-Card Manual for specific procedures on the use of the P-Card. All authorized P-Cardholders agree to abide by the guidelines set out by the P-card manual, and all other City procurement policies and procedures.

The Central Booking Agent must also have access to the PeopleSoft Financials system in order to determine if adequate funding is available PRIOR to the approval and authorization of the travel. The necessary budget transfers should be processed prior to the travel to ensure funding availability.

The Central Booking Agent MUST fill out a Travel Request Form for each individual that is traveling and must obtain approval from the Department Head or budget authority prior to finalizing and incurring costs on behalf of the City. All Travel Request Forms should be maintained in a central location for audit purposes.

14.2 Individually-managed Travel

Employees may also be allowed to handle travel arrangements on a individual basis. Employees that travel MUST fill out and submit a Travel Request Form prior to making reservations. Generally, an estimate of the costs of the trip should be submitted to the department head or budget authority for advance approval. It is the Department's

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responsibility to determine whether there are sufficient funds in the accounts prior to approving the travel. Only after approval has been obtained, should an employee proceed with incurring actual costs for the trip.

Employees that travel should request a P-Card to be issued under the City's P-Card procedures. The employee (traveler) will need to gain P-Card authorization 4 weeks prior to the expected departure date. All authorized P-Cardholders agree to abide by the guidelines set out by the City of El Paso P-card Manual, the City of El Paso Procurement Manual, and all other City policies and procedures.

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Appendix A

Travel Request Form

**CITY OF EL PASO
TRAVEL REQUEST**

At Least 15 Working Days PRIOR to Travel, Complete Form and Submit To: Department Head
Within 10 Days AFTER Return Attach All Receipts and Submit To: Department Head

NAME:	EMPLOYEE NO.:	POSITION/TITLE:	DEPARTMENT:	DATE SUBMITTED:
PURPOSE OF TRAVEL:		MODE OF TRAVEL:		DATE COMPLETED*:
DEPARTING LOCATION:				
Date, Hour, Departure:			From:	
Date, Hour, Arrival:			Destination:	
FINAL DESTINATION:				
Date, Hour, Departure:			From:	
Date, Hour, Arrival:			Destination:	
				Intra-City Travel? [] YES

TRAVEL EXPENSES

Prior to travel fill out "ESTIMATED EXPENSES" section.

After return fill out "EXPENSE REPORT" section.

ITEM	ESTIMATED EXPENSES				Expense Report		Receipts? Yes/ No	(Items Advanced to Employee or to be Reimbursed through OOPs module)	
	Expenses paid by P-Card		Paid Directly to Vendor through Voucher		Amounts Paid to Employee				
	Transaction Date	Amount	Voucher No.	Amount	Advanced/Paid through Voucher (List No./Amount)	Out-of-Pocket Module through Pcard			
1 TRANSPORTATION:									
Airfare [] Round [] One way		\$ -		\$ -	\$ -	\$ -			
Airline:									
Vehicle [] City Miles:		\$ -		\$ -	\$ -	\$ -			
[] Personal Miles:		\$ -		\$ -	\$ -	\$ -			
Rental Car # Days Rate:		\$ -		\$ -	\$ -	\$ -			
Company:									
Ground Transportation		\$ -		\$ -	\$ -	\$ -			
Describe:									
Gas Credit Card Requested [] Yes		\$ -		\$ -	\$ -	\$ -			
2 LODGING AND MEALS:									
Lodging: Per Diem or Actual (circle one)									
Nights Rate: \$/night		\$ -		\$ -	\$ -	\$ -			
Hotel (specify):									
Meals Days Rate: \$/day		\$ -		\$ -	\$ -	\$ -			
3 REGISTRATION COSTS:									
Total Cost of Seminar/Registration fees		\$ -		\$ -	\$ -	\$ -			
Vendor:									
Address:									
4 OTHER (Describe):		\$ -		\$ -	\$ -	\$ -			
		(1)		(2)	(3)	(4)			
TOTAL		\$ -		\$ -	\$ -	\$ -			

Sum of Total Columns (1+ 2 + 3 + 4)

\$0.00

Employee Acknowledgement: I have received and read the City Travel Manual and understand that I am responsible to account for all expenses of this trip with receipts where appropriate. I also understand that I have ten (10) working days from the date of my return to complete the "Expense Report" section of this form to request additional funds reimbursement from the City or pay back any unused funds that have been advanced to me. If I fail to do so I authorize the City to deduct any amount I owe as a salary deduction.

APPROVALS PRIOR TO TRAVEL:

Employee:	Date:	
Department Head/Budget Authority:	Date:	
City Manager, if applicable:	Date:	
	Signature:	Date:

APPROVALS AFTER TRAVEL:

EXPENSE RECONCILIATION

Staff Assigned to Travel:	Date:	TOTAL APPROVED EXPENSES	\$ -
		LESS: Amount Paid by Pcard	\$ -
		Amount paid directly to vendor(s)	\$ -
		Amount advanced to employee through voucher	\$ -
		Amount paid through OOPs module in Pcard	\$ -
		AMOUNT DUE "TO" EMPLOYEE	
		AMOUNT DUE "FROM" EMPLOYEE	

Distribution: Department Head and Employee

*Date Completed to be filled out upon return of travel.

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Appendix B

Related Ordinances

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City of El Paso
Estimated Travel Expenses
Fiscal Year 2007

Governmental Funds	\$ 983,954
Internal Service Funds	9,998
Proprietary Fund	<u>202,699</u>
Total Estimated	<u>\$1,196,651</u>

Cardholder Name	Posting Date	Merchant Name	Merchant City, State	G/L Code	Amount	Personal	Unit Name	Description
ANN LILLY	2/14/2007	RENAISSANCE HOTELS 9671V	AUSTIN, TX	502215 outside k	360.91	No	DISTRICT 01	Hotel and meal charge in Austin - Feb 12th 2007 TML Briefing
ANN LILLY	2/14/2007	SOUTHWESTAIR5262371223044	DALLAS, TX	502215	30.1	No	DISTRICT 01	Flight change surcharge - Austin Feb 12th 2007 TML Briefing
ANN LILLY	2/2/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	95	No	DISTRICT 01	Feb 12th 2007 TML Legislative Briefing
ANN LILLY	2/2/2007	SOUTHWESTAIR5262369172784	DALLAS, TX	502215	297.2	No	DISTRICT 01	Round trip to Austin for the TML meeting - Feb 12th 2007
ANN LILLY	12/18/2006	LA QUINTA INN	AUSTIN, TX	502215	90.85	No	DISTRICT 01	Hotel for one night in Austin attending the TML Board meeting December 15, 2006
ANN LILLY	12/6/2006	SOUTHWESTAIR5262759603190	DALLAS, TX	502215	291.1	No	DISTRICT 01	Representative Lilly - travel to TML Board meeting in Austin December 15, 2006
ANN LILLY	10/27/2006	HAMPTON INN HOTELS	AUSTIN, TX	502215	223.1	No	DISTRICT 01	Representative Lilly attended TML Annual Conference and Resolutions Committee meeting in Austin, TX on October 24, 2006
ANN LILLY	10/13/2006	SOUTHWESTAIR5262749820943	DALLAS, TX	502215	284.4	No	DISTRICT 01	Representative Lilly - travel to Austin for TML Resolution Committee meeting - Oct 24th - Oct 27th.
ANTHONY PEARSON	6/19/2006	AMERICAN AIR0012119556072	TICKET MAILED, TX	502215	369.1	No	DISTRICT 01	airline tickets for Rep Lilly for TML meeting in Dallas
ANN LILLY	10/12/2005	SOUTHWESTAIR5262785624979	DALLAS, TX	504201	98.7	No	DISTRICT 01	Retrun trip from TML
ANN LILLY	10/12/2005	AMERICAN AIR0012141476755	TICKET MAILED, TX	504201	92.7	No	DISTRICT 01	Travel to TML
ANN LILLY	8/29/2005	MARRIOTT HOTELS-LOS COLI	IRVING, TX	504201	206.1	No	DISTRICT 01	Travel TML conference
ANN LILLY	4/5/2006	HAMPTON INNS AUSTIN NRTH	512-4523300, TX	504420	80.66	No	DISTRICT 01	Hotel room TML
ANN LILLY	3/24/2006	SOUTHWESTAIR5262712586756	DALLAS, TX	504420	291.1	No	DISTRICT 01	airline tickets to TML meeting
ANN LILLY	10/31/2005	GAYLORD TEXAN FRONT DESK	GRAPEVINE, TX		422.42	No	DISTRICT 01	TML Annual Meeting expenses for room
ANN LILLY	10/31/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		21.31	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/31/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		72.57	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/28/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		18.09	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/5/2005	GAYLORD TEXAN ADV RSVTNS	GRAPEVINE, TX		200.48	No	DISTRICT 01	hotel for TML
ANN LILLY	9/30/2005	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX		295	No	DISTRICT 01	registration fees

3840.89

Cardholder Name	Transactic	Posting D	Merchant Name	Merchant City, Stat	G/L Code	Amount	Person	Unit Name	Unit Code	Description
SUSANNAH BYRD	6/7/2007	6/11/2007	SOUTHWESTAIRS262315270940	DALLAS, TX	502215	248.70	No	DISTRICT 02	1010002	Airline Travel for Rep Susie Byrd to Austin, Tx w Senators Shapleigh and Watson re Downtown Revitalization and Redevelopment on June 27-30th 2007
SUSANNAH BYRD	5/3/2007	5/4/2007	AUSTIN CAB INC	AUSTIN, TX	502215	27.00	No	DISTRICT 02	1010002	Cab Fare to/from Airport in Austin Texas attending the Texas Round-Up Awards Ceremony on April 27th 2007.
SUSANNAH BYRD	4/27/2007	5/7/2007	YELLOW CAB COMPANY	AUSTIN, TX	502215	22.00	No	DISTRICT 02	1010002	Cab fare to/from Airport attending the Texas Round-Up Awards Ceremony on April 27th 2007.
SUSANNAH BYRD	4/26/2007	5/1/2007	SOUTHWESTAIRS262306022646	DALLAS, TX	502215	363.30	No	DISTRICT 02	1010002	Airline ticket to the Texas Round Up Awards from Gov. Perry in Austin Texas on April 27th 2007.
SUSANNAH BYRD	2/10/2007	2/15/2007	LA TAXI COOP INC	GARDENA, CA	502215	43.00	No	DISTRICT 02	1010002	Taxi fare hotel to LAX for Susie Byrd and Steve Ortega.
SUSANNAH BYRD	2/10/2007	2/12/2007	CASA LA GOLONDRINA	LOS ANGELES, CA	502215	25.53	No	DISTRICT 02	1010002	Lunch for Susie Byrd during Smart Growth Seminar
SUSANNAH BYRD	2/9/2007	2/12/2007	MORTON'S OF LA-FIGUERO	LOS ANGELES, CA	502215	65.04	No	DISTRICT 02	1010002	Dinner while attending the New Partners fo Smart Growth Seminar
SUSANNAH BYRD	2/3/2007	2/5/2007	EXPEDIA TRAVEL	800-367-3476, NV	502215	70.41	No	DISTRICT 02	1010002	Super 8 Hotel for El Paso Days in Austin.
SUSANNAH BYRD	1/19/2007	1/22/2007	SOUTHWESTAIRS262767017687	DALLAS, TX	502215	119.40	No	DISTRICT 02	1010002	Airfare LAX to El Paso. New Partners for Smart Growth Conference.
SUSANNAH BYRD	12/1/2006	12/4/2006	EMBASSY INN	WASHINGTON, DC	502215	295.42	No	DISTRICT 02	1010002	Testify for Border Network Human Rights in D.C.
SUSANNAH BYRD	7/20/2006	7/21/2006	DOLLAR RAC DAL	DALLAS, TX	502408	64.39	Yes	DISTRICT 02	1010002	HFC Board Meeting trip.
MIRIAM GUTIERREZ	7/18/2006	7/20/2006	SOUTHWESTAIRS262734144887	DALLAS, TX	504201	389.70	Yes	DISTRICT 02	1010002	HFC Board business. Airfare for Andrea Tirres.
MIRIAM GUTIERREZ	7/18/2006	7/20/2006	SOUTHWESTAIRS262734118906	DALLAS, TX	504201	172.60	Yes	DISTRICT 02	1010002	HFC Board business. Airfare for Maria Urbina.
MIRIAM GUTIERREZ	3/8/2006	3/10/2006	SOUTHWESTAIRS262710057367	DALLAS, TX	504201	353.60	No	DISTRICT 02	1010002	Airfare for Steve Bonner w/Dept of Interior to discuss Castner Range at Council Mtg of 3/14/06.
SUSANNAH BYRD	8/24/2007	8/27/2007	SOUTHWESTAIRS262331501250	DALLAS, TX	504201	313.60	No	DISTRICT 02	1010002	
SUSANNAH BYRD	7/12/2006	7/14/2006	SOUTHWESTAIRS262732821137	DALLAS, TX	504201	59.00	Yes	DISTRICT 02	1010002	HFC Board business.
SUSANNAH BYRD	6/28/2006	6/30/2006	SOUTHWESTAIRS262730418854	DALLAS, TX	504201	212.60	Yes	DISTRICT 02	1010002	HFC Board business.
SUSANNAH BYRD	1/17/2006	1/18/2006	NATIONAL CAB	WASHINGTON, DC	504201	21.00	No	DISTRICT 02	1010002	Cab ride from Airport to Hotel.
SUSANNAH BYRD	12/4/2005	12/5/2005	CHICAGO HILTON	CHICAGO, IL	504201	183.49	No	DISTRICT 02	1010002	Hotel stay.
SUSANNAH BYRD	11/16/2005	11/18/2005	AMERICAN AIR0012142695972	TICKET MAILED, TX	504201	300.90	No	DISTRICT 02	1010002	Roundtrip Airfare for Urban Libraries Council Meeting in Chicago, Illinois.
SUSANNAH BYRD	7/23/2005	7/25/2005	DAYS INN	ABILENE, TX	504201	121.80	No	DISTRICT 02	1010002	2 night hotel stay for TML training in Abilene Texas.
SUSANNAH BYRD	7/22/2005	7/25/2005	CYPRESS STREET STATION	ABILENE, TX	504201	48.49	No	DISTRICT 02	1010002	Dinner meal for TML Training 072205.
SUSANNAH BYRD	7/22/2005	7/25/2005	SKILLETS RESTAURANT #206	ABILENE, TX	504201	21.38	No	DISTRICT 02	1010002	Breakfast meal for Rep. Byrd and Rep. Orouke for TML Training on 072305.
CONNIE MAGANA	8/10/2005	8/11/2005	WAL-MART #0500	EL PASO, TX	504420	84.43	No	DISTRICT 02	1010002	Food and beverage for office use
MIRIAM GUTIERREZ	7/11/2007	7/12/2007	WESTIN HOTELS	SAN FRANCISCO, CA	504420	454.04	No	DISTRICT 02	1010002	Hotel for Mark Alvarado attending EITC Conference for Susie Byrd.
MIRIAM GUTIERREZ	6/19/2007	6/21/2007	SOUTHWESTAIRS262317532787	DALLAS, TX	504420	385.10	No	DISTRICT 02	1010002	Airfare for Mark Alvarado to attend EITC conference for Rep. Byrd.
MIRIAM GUTIERREZ	12/22/2006	12/26/2006	SOUTHWESTAIRS262762398947	DALLAS, TX	504420	177.10	No	DISTRICT 02	1010002	HFC Board Meeting/ Austin, TX.
SUSANNAH BYRD	8/17/2007	8/20/2007	ACTEVA.COM ONLINE EVENTS	877-9334730, CA	504420	400.00	No	DISTRICT 02	1010002	Registration for the Meeting of the Minds Conference 9/11/07 Oakland, Ca.
SUSANNAH BYRD	6/29/2007	7/2/2007	COURTYARD BY MARRIOTT CNV	AUSTIN, TX	504420	206.01	No	DISTRICT 02	1010002	1 night hotel stay in Austin, Texas meeting with Sen Shapleigh and Sen Watson Downtown redevelopment
SUSANNAH BYRD	6/22/2007	6/25/2007	CHANNEL INN HOTEL	WASHINGTON, DC	504420	288.13	No	DISTRICT 02	1010002	2 night hotel stay in Washington, D.C. Border Network on Human Rights
SUSANNAH BYRD	6/21/2007	6/25/2007	JENNY'S ASIAN FUSION RES	WASHINGTON, DC	504420	45.00	No	DISTRICT 02	1010002	Dinner during trip to Washington DC for the Border Network and Human Rights meeting
SUSANNAH BYRD	6/20/2007	6/21/2007	INDIQUE	WASHINGTON, DC	504420	22.60	No	DISTRICT 02	1010002	Dinner during trip to Washington DC for the Border Network of Human Rights meeting
SUSANNAH BYRD	6/20/2007	6/25/2007	ALEXANDRIA UNION TAXI	000-0000000, VA	504420	21.00	No	DISTRICT 02	1010002	Cab fare from Airport to Hotel.
SUSANNAH BYRD	8/25/2007	8/27/2007	HOTELS.COM	800-219-4606, TX	504420	292.74	No	DISTRICT 02	1010002	
SUSANNAH BYRD	2/11/2007	2/12/2007	WILSHIRE GRAND HOTEL	LOS ANGELES, CA	504420	263.93	No	DISTRICT 02	1010002	

6,182.43

Cardholder Name	Transaction Dt	Posting Date	Merchant Name	Merchant City, State	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
JOSE LOZANO	5/14/2007	5/15/2007	DOLLAR RAC LAS000	LAS VEGAS, NV	502215	124.57	Yes	DISTRICT 03	1010003	NO DESCRIPTION OR RECEIPT GIVEN
JOSE LOZANO	4/23/2007	4/25/2007	SOUTHWESTAIR5262305295138	DALLAS, TX	502215	363.30	Yes	DISTRICT 03	1010003	NO DESCRIPTION OR RECEIPT GIVEN
JOSE LOZANO	9/29/2006	10/2/2006	BEST WESTERN OCEAN VIEW	SANTA MONICA, CA	502215	272.46	No	DISTRICT 03	1010003	Hotel for trip to LA to view two retention areas
JOSE LOZANO	9/21/2006	9/25/2006	SOUTHWESTAIR5262746078563	DALLAS, TX	502215	381.10	No	DISTRICT 03	1010003	Trip to LA to view two retention areas
JOSE LOZANO	1/31/2007	2/1/2007	ENTERPRISE RENT-A-CAR	LOS ANGELES, CA	502408	155.03	No	DISTRICT 03	1010003	
JOSE LOZANO	8/18/2006	8/21/2006	BUDGET RENT-A-CAR	AUSTIN, TX	502408	56.45	No	DISTRICT 03	1010003	
JOSE LOZANO	2/20/2006	2/21/2006	AVIS RENT-A-CAR 1	AUSTIN, TX	502408	73.26	No	DISTRICT 03	1010003	
JOSE LOZANO	8/27/2005	8/29/2005	BUDGET RENT-A-CAR	DALLAS, TX	502408	30.98	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Car Rental.
JOSE LOZANO	3/5/2007	3/7/2007	CHEVRON 00209236	EL PASO, TX	503000	20.03	No	DISTRICT 03	1010003	
JOSE LOZANO	10/22/2005	10/24/2005	CHEVRON 00205856	EL PASO, TX	503000	42.73	No	DISTRICT 03	1010003	Fuel costs to attend Border Relations lucheon meeting with Cd Juarez City Representatives.
JOSE LOZANO	10/6/2005	10/10/2005	SUPERSTOP 19 00781963	EL PASO, TX	503000	46.26	No	DISTRICT 03	1010003	Attended meeting border relations meeting with Cd. Juarez Representatives and visited facilities and projects.
IRMA CAMARILLO	3/13/2006	3/15/2006	SOUTHWESTAIR5262710858327	DALLAS, TX	504201	241.10	No	DISTRICT 03	1010003	TML-TASK FORCE ON EMINENT DOMAIN/ REGULATION OF DEVELOPMENT IN AUSTING, TX
JOSE LOZANO	1/31/2007	2/1/2007	SANDIA SHUTTLE AND CAPIT	505-4380687, NM	504201	25.00	No	DISTRICT 03	1010003	
JOSE LOZANO	10/9/2006	10/11/2006	SOUTHWESTAIR5262749409964	DALLAS, TX	504201	271.10	No	DISTRICT 03	1010003	
JOSE LOZANO	8/18/2006	8/21/2006	HAMPTON INNS AUSTIN NRTH	512-4523300, TX	504201	97.75	No	DISTRICT 03	1010003	
JOSE LOZANO	8/7/2006	8/9/2006	SOUTHWESTAIR5262737978698	DALLAS, TX	504201	343.10	No	DISTRICT 03	1010003	Trip to Austin for the TML Task Force Meeting on Eminent Domain Aug 18 2006
JOSE LOZANO	6/22/2006	6/26/2006	SOUTHWESTAIR5262729248342	DALLAS, TX	504201	102.00	No	DISTRICT 03	1010003	
JOSE LOZANO	5/31/2006	6/2/2006	SOUTHWESTAIR5262725199953	DALLAS, TX	504201	71.00	No	DISTRICT 03	1010003	Flight change during Chihuahua trip
JOSE LOZANO	5/16/2006	5/18/2006	SOUTHWESTAIR5262722519655	DALLAS, TX	504201	310.20	No	DISTRICT 03	1010003	
JOSE LOZANO	3/8/2006	3/9/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	(113.85)	No	DISTRICT 03	1010003	
JOSE LOZANO	2/10/2006	2/13/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	113.85	No	DISTRICT 03	1010003	
JOSE LOZANO	2/11/2006	2/13/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	113.85	No	DISTRICT 03	1010003	
JOSE LOZANO	2/7/2006	2/9/2006	SOUTHWESTAIR5262704857044	DALLAS, TX	504201	48.50	No	DISTRICT 03	1010003	
JOSE LOZANO	9/7/2005	9/9/2005	SOUTHWESTAIR5262779381900	DALLAS, TX	504201	171.50	No	DISTRICT 03	1010003	Plane Ticket for Housing Finance Corp trip to Texas Association of Local Housing Finance Agencies at Corpus Christi, TX
JOSE LOZANO	8/28/2005	8/29/2005	MARRIOTT HOTELS-LOS COLI	IRVING, TX	504201	352.65	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Hotel Stay.
JOSE LOZANO	8/25/2005	8/29/2005	MARRIOTT HOTELS REST	IRVING, TX	504201	30.16	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Food and Beverage.
JOSE LOZANO	2/1/2007	2/5/2007	HOTEL SANTA FE	SANTA FE, NM		124.94	No	DISTRICT 03	1010003	
JOSE LOZANO	6/29/2006	6/30/2006	HOTELS.COM	800-394-1454, TX		(70.94)	No	DISTRICT 03	1010003	
JOSE LOZANO	6/21/2006	6/22/2006	HOTELS.COM	800-394-1454, TX		141.88	No	DISTRICT 03	1010003	
JOSE LOZANO	2/21/2006	2/22/2006	THE DRISKILL HOTEL	512-4745911, TX		204.35	No	DISTRICT 03	1010003	

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Cardholder Name	Transaction Date	Posting Date	Merchant Name	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
MELINA CASTRO	3/1/2007	3/5/2007	HAMPTON INN HOTELS	502215	148.35	No	DISTRICT 04	1010004	hotel stay in Austin, Texas to tour grease plant

148.35

Cardholder Name	Transacti Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Cod	Description
RACHEL QUINTANA	8/11/2007 RADISSON CENTRAL DALLAS	502215	198.00	No	DISTRICT 05	1010005	Hotel Room for 2 nights while attending TML 2007 Newly Elected City Officials Orientation
RACHEL QUINTANA	8/10/2007 PALM RESTAURANT-DALLAS	502215	36.00	No	DISTRICT 05	1010005	Friday Dinner Meal while attending TML 2007 Newly Elected City Officials Orientation
RACHEL QUINTANA	8/9/2007 PAPPADIAUX SEAFOOD KITCHN	502215	25.90	No	DISTRICT 05	1010005	Thursday Lunch Meal at TML 2007 Newly Elected Officials Orient.
RACHEL QUINTANA	8/10/2007 RADISSON CENT DALLAS F AN	502215	25.82	No	DISTRICT 05	1010005	Friday Breakfast Meal at TML 2007 Newly Elected Officials Orient. Tax added to purchase, but was reimbursed to City Cashier Acct No 502215 in cash on Aug 24th please see receipt No 07235012 attached
PRESI ORTEGA	10/28/2005 OMNI HOTELS BAY FRONT	504201	378.02	No	DISTRICT 05	1010005	Attendance at TALHFA Conference held October 26-28 in Corpus Christi, Texas.
PRESI ORTEGA	10/17/2005 SOUTHWESTAIRS262786800065	504201	591.50	No	DISTRICT 05	1010005	Will be attending TALHFA Conference in Corpus Christi, Texas. Member of local HFC Board for City of El Paso.
TERESA VILLANUEVA	7/8/2005 SOUTHWESTAIRS262787590086	504201	198.60	No	DISTRICT 05	1010005	At the request of Presi Ortega, I attended a Grants Summit in Austin, Texas.
TERESA VILLANUEVA	7/22/2005 PERFORMANCE INSTITUTE,		(300.00)	No	DISTRICT 05	1010005	At the time of registration I was informed City Credit card would get a credit of 300.00 for seminar attended on July 18-19, 2005 in Austin, Texas.
TERESA VILLANUEVA	7/11/2005 PERFORMANCE INSTITUTE,		895.00	No	DISTRICT 05	1010005	I attended a Grants Summit in Austin, Texas and this is the registration fee. A 300 hundred dollar discount credit will be issued to this Credit Card account.
			2,051.84				

Cardholder Name	Transaction	Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Code	Description
EDUARDO HOLGUIN	4/23/2007	SOUTHWESTAIR5262305257897	502215	363.30	Yes	DISTRICT 06	1010006	travel to Austin to support the Tiguas Economic Development of the Mission Valliey - NO RECEIPT
EDUARDO HOLGUIN	3/7/2007	SOUTHWESTAIR5262375947331	502215	261.30	No	DISTRICT 06	1010006	Travel to Austin Meeting with Norma Chavez
EDUARDO HOLGUIN	6/30/2006	MARRIOTT 337F6 AUSTIN	502215	205.85	No	DISTRICT 06	1010006	Hotel for Travel to Austin TX dOT meeting.
EDUARDO HOLGUIN	6/28/2006	ADVANTAGE RENT A CAR #101	502215	101.27	No	DISTRICT 06	1010006	Rent a car in travel to Austin TX Dot Meeting
EDUARDO HOLGUIN	6/15/2006	SOUTHWESTAIR5262728063215	504420	261.10	No	DISTRICT 06	1010006	Travel expenses for Jose A Lozano will allocate funds to reimburse our account. Trip to Austin TX to attend the Texas Transportation Commission meeting on June 29, 2006
EDUARDO HOLGUIN	6/15/2006	SOUTHWESTAIR5262728063216	504420	261.10	No	DISTRICT 06	1010006	Travel expenses for Eddie Holguin Jr. Trip to Austin, TX to attend the Texas Transportation Commission meeting on June 29, 2006

1,453.92

Cardholder Name	Transact	Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Code	Description
AURORA QUINTANA	6/8/2007	SOUTHWESTAIR5262315376780	502215	248.70	No	DISTRICT 07	1010007	Airline reservation for Rep Steve Ortega to Austin for meeting with Senator Watson and tour of city re growth and downtown redevelopment on June 27th 2007.
AURORA QUINTANA	1/25/2007	LOCAL GOVERNMENT COMMISSI	502215	279.00	No	DISTRICT 07	1010007	Registration fee for Representative Steve Ortega to attend 6th Annual New Partners for Smart Growth Conference in Los Angeles
AURORA QUINTANA	1/23/2007	SOUTHWESTAIR5262767709052	502215	249.30	No	DISTRICT 07	1010007	Flight to Los Angeles for Representative Steve Ortega to attend 6th Annual New Partners for Smart Growth Conference
AURORA QUINTANA	11/2/2006	SOUTHWESTAIR5262753806038	502215	302.10	No	DISTRICT 07	1010007	Representative Steve Ortega trip to Austin, TX in support of a proposed affordable housing development
AURORA QUINTANA	10/24/2006	AMERICAN AIR0012153989727	502215	1,012.20	No	DISTRICT 07	1010007	Rep Steve Ortega trip to Charlotte, NC to make a presentation at the Cultivating Creative Communities Conference
AURORA QUINTANA	10/24/2006	AMERICAN AIR0010610678009	502215	10.00	No	DISTRICT 07	1010007	Trip to Charlotte NC
AURORA QUINTANA	8/18/2006	SOUTHWESTAIR5262740017628	502215	177.10	No	DISTRICT 07	1010007	Flight for Representative Steve Ortega to Austin, Texas, to attend Texas Municipal League General Government Committee
AURORA QUINTANA	7/31/2006	SOUTHWESTAIR5262736666377	502215	363.10	No	DISTRICT 07	1010007	Flight to Austin to attend Border Coalition meeting on Aug 02,2006
AURORA QUINTANA	6/2/2006	SOUTHWESTAIR5262725557880	502215	199.10	No	DISTRICT 07	1010007	Fare for Rep Steve Ortega to Austin to attend Texas Transportation Committee meeting, at Mayors request
STEVE ORTEGA	5/30/2007	NATIONAL COFERENCE ON	502215	325.00	No	DISTRICT 07	1010007	Registration for 2007 National Conference on the Creative Economy in Fairfax County, Virginia on October 24-25, 2007.
STEVE ORTEGA	2/11/2007	WILSHIRE GRAND HOTEL	502215	376.40	No	DISTRICT 07	1010007	3 nights accommodations to attend 6th Annual New Partners for Smart Growth Conference in Los Angeles
STEVE ORTEGA	2/10/2007	SOUTHWESTAIR5262370970885	502215	72.00	No	DISTRICT 07	1010007	Fee for changing flight to return one day early
STEVE ORTEGA	2/9/2007	MORTON'S OF LA-FIGUERO	502215	65.03	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	2/8/2007	WESTIN HOTELS BONAVENT FB	502215	24.60	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	2/8/2007	KYOTO-WILSHIREGRAND	502215	17.32	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	11/9/2006	PETER R BECK SR-TAXI	502215	22.00	No	DISTRICT 07	1010007	Cab fare while on trip to Austin, TX in support of proposed affordable housing development
STEVE ORTEGA	10/28/2006	MARRIOTT 337A5 CHARLOTTE	502215	334.96	No	DISTRICT 07	1010007	Accommodations while on trip to Charlotte, NC
STEVE ORTEGA	10/27/2006	AVIS RENT-A-CAR 1	502215	123.33	No	DISTRICT 07	1010007	Car rental while on trip to Charlotte, NC
STEVE ORTEGA	10/27/2006	HMS HOST-CLE-AIRPT Q63	502215	8.99	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC
STEVE ORTEGA	10/26/2006	LATORRES RESTAURANT/MENAC	502215	29.96	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC
STEVE ORTEGA	10/25/2006	COOL RIVER	502215	20.24	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC to make a presentation at Cultivating Creative Communities Conference
STEVE ORTEGA	8/4/2006	MARRIOTT 337F6 AUSTIN	504200	228.85	No	DISTRICT 07	1010007	Accommodations for trip to Austin to attend Texas Border Coalition meeting.
STEVE ORTEGA	8/3/2006	BRICK OVEN	504200	23.32	No	DISTRICT 07	1010007	Meal while on trip to Austin.
STEVE ORTEGA	6/30/2006	MARRIOTT 337F6 AUSTIN	504201	189.75	No	DISTRICT 07	1010007	Accommodations for one night in conjunction with Austin trip to attend Texas Transportation Commission meeting regarding Regional Mobility Authority
STEVE ORTEGA	6/29/2006	MARRIOTT 337F6 AUST - F/B	504201	42.26	No	DISTRICT 07	1010007	Meal at Marriott Hotel in conjunction with Austin trip
STEVE ORTEGA	6/29/2006	AUSTIN-BERGSTROM INTL ARP	504201	10.77	Yes	DISTRICT 07	1010007	Meal at Austin Airport in conjunction with Austin trip
STEVE ORTEGA	11/3/2005	HMSHOST-PHX-AIR #0570	504201	4.71	No	DISTRICT 07	1010007	Meal during economic development Phoenix trip
AURORA QUINTANA	4/28/2006	SOUTHWESTAIR5262719280327	504420	279.10	No	DISTRICT 07	1010007	Trip by Rep Steve Ortega to LA to attend Image Branding Focus Group meeting to be reimbursed by City Manager office
STEVE ORTEGA	6/29/2007	CAPITOL GRILL	504420	8.71	No	DISTRICT 07	1010007	Meal while in Austin to meet with Senator Watson and tour of city re growth and downtown redevelopment
STEVE ORTEGA	6/27/2007	YELLOW CAB COMPANY	504420	10.00	No	DISTRICT 07	1010007	Cab fare for Representative Ortega while in Austin to meet with Senator Watson and tour of city re growth and downtown redevelopment
STEVE ORTEGA	9/9/2006	DOLLAR AS	504420	93.91	No	DISTRICT 07	1010007	Rental car in Austin in conjunction with business trip
STEVE ORTEGA	9/8/2006	HILTON AUSTIN AIRPORT	504420	105.75	No	DISTRICT 07	1010007	Trip to Austin to attend Texas Municipal League, General Government Committee
STEVE ORTEGA	9/7/2006	PAPPASITO'S CANTINA #	504420	22.27	No	DISTRICT 07	1010007	Meal in Austin while on business trip
STEVE ORTEGA	5/18/2006	THE GALLEY	504420	47.64	No	DISTRICT 07	1010007	Dinner while on a trip on city business to Los Angeles

5,327.47

Cardholder Name	Transaction Date	Merchant Name	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
ALMA FIGUEROA	6/30/2007	COURTYARD BY MARR	502215	434.70	No	DISTRICT 08	1010008	HOTEL FEE FOR TRIP TO AUSTIN TO DISCUSS GROWTH AND DOWNTOWN REDEVELOPMENT ON JUNE 27TH 2007
ALMA FIGUEROA	6/8/2007	SOUTHWESTAIR526231	502215	239.30	No	DISTRICT 08	1010008	Airfare back from Austin
ALMA FIGUEROA	6/7/2007	SOUTHWESTAIR526231	502215	121.90	No	DISTRICT 08	1010008	Airfare for Trip to Austin to attend a meeting with Senator Watson and to take a tour of the City of Austin to look at growth and Downtown
ALMA FIGUEROA	5/30/2007	NATIONAL COFERENCI	502215	325.00	No	DISTRICT 08	1010008	2007 National Conference on the Creative Economy Registration Fee
ALMA FIGUEROA	2/23/2006	DELTA AIR 006231827	504201	414.69	No	DISTRICT 08	1010008	Trip to Washington DC to attend Partners for Livable Communities Honorees 2006. This expense will be paid by the Empowerment Zone
ALMA FIGUEROA	5/30/2006	AMERICAN AIR0012118	504420	461.20	No	DISTRICT 08	1010008	Airfare for Rep. Robert ORourke to Charlotte North Carolina to attend the Cultivating Creative Communities Conference on October 24th
ALMA FIGUEROA	4/28/2006	HOTELS.COM	504420	(316.29)	No	DISTRICT 08	1010008	Credit due to cancellation or change in room accommodation
ALMA FIGUEROA	4/28/2006	HOTELS.COM	504420	316.29	No	DISTRICT 08	1010008	Hotel expense to attend L.A. Focus Group Conference Expense to be covered by City Managers Office plus expense to be divided betwe
ALMA FIGUEROA	4/25/2006	HOTELS.COM	504420	316.29	No	DISTRICT 08	1010008	Original reservation was canceled due to change in room accommodation
ALMA FIGUEROA	4/21/2006	SOUTHWESTAIR526271	504420	297.10	No	DISTRICT 08	1010008	Airfare to Los Angeles to attend the Image Branding Focus Group Conference Expense to be covered by the City Managers office

2,610.18

Cardholder Name	Transaction Date	Posting Date	Merchant Name	Merchant City, State	GL Code	Amount	Personal	Unit Name	Unit Code	Description
JOYCE WILSON	5/30/2007	5/31/2007	NATIONAL CONFERENCE ON	703-790-0600, VA	502215	325.00	No	CITY MANAGER	15010704	Registration for Joyce Wilson 2007 National Conf on the Creative Economy
SUZANNE TOMLI	5/16/2007	5/17/2007	AMERICA'S REGISTRY	516-9972525, NY	502215	228.95	No	CITY MANAGER	15010704	I do not know what this is for I have called Americas Registry waiting for call back May18 - In Dispute
SUZANNE TOMLI	4/6/2007	4/6/2007	AEROMEXCO 1397669317979	ARLINGTON, VA	502215	271.86	No	CITY MANAGER	15010704	Plane ticket for Shamori Whitt Ciclovía budget
SUZANNE TOMLI	3/22/2007	3/26/2007	AMERICA'S REGISTRY	516-9972525, NY	502215	228.95	No	CITY MANAGER	15010704	2 Year membership registration for Pat Aduato
SUZANNE TOMLI	8/25/2007	8/27/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	225.00	No	CITY MANAGER	15010704	Conference Fee For Joyce Wilson
SUZANNE TOMLI	8/23/2007	8/24/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	225.00	No	CITY MANAGER	15010704	Conference fee for Julie Lonzano
SUZANNE TOMLI	7/18/2007	7/20/2007	AMERICAN AI 0017062334891	ATLANTA, GA	502215	298.10	No	CITY MANAGER	15010704	Airline ticket for Beto O'Rourke Creative Economy Conference
JOYCE WILSON	8/25/2007	8/26/2007	THRIFTY CAR RENTAL	DENVER, CO	504201	284.94	No	CITY MANAGER	15010704	Rental car during the 2007 Annual KFLA Conference
JOYCE WILSON	8/25/2007	8/26/2007	ROCKY MTN PRK HOLIDAY INN	ESTES PARK, CO	504201	234.78	No	CITY MANAGER	15010704	Hotel during the KFLA 2007 Annual Conference
JOYCE WILSON	3/9/2007	3/12/2007	SOUTHWESTAIRS262372554008	DALLAS, TX	504201	29.00	No	CITY MANAGER	15010704	Joyce made a change to her flight in Dallas when she was returning from a speaking engagement at UNT airline did not provide a receipt
JOYCE WILSON	2/2/2007	2/5/2007	BUDGET RENT-A-CAR	AUSTIN, TX	504201	150.44	No	CITY MANAGER	15010704	Rental car for the TCMA Regional Retreat at Eagle Canyon Lodge
JOYCE WILSON	1/16/2007	1/18/2007	SOUTHWESTAIRS262769416224	DALLAS, TX	504201	202.70	No	CITY MANAGER	15010704	Change to Joyces Las Vegas Flight Executive Cities Conference
JOYCE WILSON	1/4/2007	1/8/2007	SOUTHWESTAIRS262764059560	DALLAS, TX	504201	177.30	No	CITY MANAGER	15010704	Airfare to Austin for the TCMA Conference Joyce is a guest speaker
JOYCE WILSON	11/30/2006	12/1/2006	KELLOGGFELLOWSL EADERSHIP	303-398-7417, CO	504201	450.00	No	CITY MANAGER	15010704	KFLA Annual Conference
JOYCE WILSON	11/21/2006	11/24/2006	SOUTHWESTAIRS262757447202	DALLAS, TX	504201	178.90	No	CITY MANAGER	15010704	Airfare to the Large Cities Executive Forum in Las Vegas
JOYCE WILSON	11/13/2006	11/15/2006	MENGER HOTEL	SAN ANTONIO, TX	504201	188.65	No	CITY MANAGER	15010704	Hotel during the Texas Lyceum Conference Joyce was a Guest Speaker
JOYCE WILSON	10/27/2006	10/30/2006	HAMPTON INN HOTELS	AUSTIN, TX	504201	398.42	No	CITY MANAGER	15010704	Hotel for the TML Conference Joyce was a guest speaker
JOYCE WILSON	10/2/2006	10/4/2006	CONTINENTAL 0057651808720	ATLANTA, GA	504201	307.71	No	CITY MANAGER	15010704	Air Fare to the National Academy of Public Administration meeting in DC
JOYCE WILSON	9/11/2006	9/13/2006	HYATT HOTELS SAN ANTONIO	SAN ANTONIO, TX	504201	732.20	No	CITY MANAGER	15010704	Hotel for the ICMA Conference in San Antonio Sept 8 2006 through Sept 11 2006
JOYCE WILSON	8/2/2006	8/3/2006	RENAISSANCE HOTELS STL AP	ST. LOUIS, MO	504201	206.45	No	CITY MANAGER	15010704	Hotel for St Louis Trip July 31 Meeting with Boeing
JOYCE WILSON	8/1/2006	8/3/2006	UNITED AIR 0162145159432	HONOLULU, HI	504201	115.00	No	CITY MANAGER	15010704	Change to return flight from St Louis early return due to the flood
JOYCE WILSON	7/27/2006	7/31/2006	UNITED AIR 0167644192481	ATLANTA, GA	504201	807.70	No	CITY MANAGER	15010704	Trip to St Louis July 31 2006 Mayor Cook REDCO to meet with Boeing
JOYCE WILSON	7/20/2006	7/24/2006	SOUTHWESTAIRS262734575820	DALLAS, TX	504201	437.70	No	CITY MANAGER	15010704	Original ticket to St Louis July 31 2006 for Boeing presentation Did not use we have a credit with southwest Diana Nunez booked the trip
JOYCE WILSON	6/15/2006	6/19/2006	SOUTHWESTAIRS262728066290	DALLAS, TX	504201	269.60	No	CITY MANAGER	15010704	Airfare to the ICMA conference in San Antonio Sept 2006
JOYCE WILSON	8/3/2006	8/5/2006	OMNI HOTELS BAY FRONT	CORPUS CHRIST, TX	504201	353.74	No	CITY MANAGER	15010704	Hotel during the TCMA conference
JOYCE WILSON	8/3/2006	8/5/2006	OMNI HOTELS BAY FRONT	CORPUS CHRIST, TX	504201	28.81	No	CITY MANAGER	15010704	Meal during the TCMA conference
JOYCE WILSON	3/21/2006	3/22/2006	GAMINO REAL DOME BAR	EL PASO, TX	504201	40.00	Yes	CITY MANAGER	15010704	Personal Expenses on P-card. Paid with Check No. 1312 Joyce A. Wilson Personal Account
JOYCE WILSON	3/4/2006	3/6/2006	MANCHU MCK 2157	DALLAS, TX	504201	20.33	No	CITY MANAGER	15010704	Dinner during Great Exchange Trip March 2-4
JOYCE WILSON	2/4/2006	2/6/2006	HAND ∓ HAND CONFERENCE	9793241699, TX	504201	180.80	No	CITY MANAGER	15010704	LaSalle Hotel Charge for Conference
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227541	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for William Studer
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227542	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for Debrah Hamlyn
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227543	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for Joyce Wilson
JOYCE WILSON	11/22/2005	11/23/2005	BEST WESTERN HOTELS	EL PASO, TX	504201	124.74	No	CITY MANAGER	15010704	Lodging for Bill Lilly attendance to Neighborhood Coalition
JOYCE WILSON	11/8/2005	11/11/2005	AMERWESTAIR 4012173107049	800 235 9292, AZ	504201	188.90	No	CITY MANAGER	15010704	Airfare for to DFW attendance to TML Conference
JOYCE WILSON	11/1/2005	11/2/2005	HILTON HOTELS DFW	GRAPEVINE, TX	504201	264.84	No	CITY MANAGER	15010704	Lodging expense while attending TML Conference
JOYCE WILSON	10/28/2005	10/31/2005	AMERICAN AIR0010614115895	TICKET MAILED, TX	504201	25.00	No	CITY MANAGER	15010704	Airline return exchange fee
JOYCE WILSON	10/26/2005	10/28/2005	JRAM39;S TEXAS PRIME	COLLEYSVILLE, TX	504201	211.45	No	CITY MANAGER	15010704	Dinner for Rep Lilly and City Attorney during travel
JOYCE WILSON	10/20/2005	10/21/2005	HILTON HOTELS DFW	GRAPEVINE, TX	504201	245.28	No	CITY MANAGER	15010704	One night deposit for lodging for TML Conference
JOYCE WILSON	10/10/2005	10/12/2005	AMERICAN AIR0012141488836	TICKET MAILED, TX	504201	188.90	No	CITY MANAGER	15010704	Roundtrip Airfare to Dallas attendance to TML
JOYCE WILSON	8/26/2005	8/29/2005	AEROMEXCO	HOUSTON, TX	504201	734.32	No	CITY MANAGER	15010704	Airfare to Chih, MX Meet w/ local officials binational
JOYCE WILSON	8/26/2005	8/29/2005	AEROMEXCO	HOUSTON, TX	504201	734.32	No	CITY MANAGER	15010704	Duplicate charge to be refunded in future
JOYCE WILSON	8/26/2005	10/8/2005	CREDIT TO PURCHASE		504201	(734.32)	No	CITY MANAGER	15010704	Credit to duplicate airfare charges trip to Chihuahua MX
JOYCE WILSON	8/19/2005	8/22/2005	TRAVELCLTY TOTAL TRIP	800-256-9089, TX	504201	806.42	No	CITY MANAGER	15010704	Airfare William Lilly interview

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Voucher	Vendor	Name	Invoice	Descr	PO	Account	Fund	Dept ID	Vchr Line Amou	Acctg Date
07006560	015167	JOYCE WILSON	ICMA 09/11/06 TAXI CAB	TAXI CAB-ICMA CONFERENCE		504201	01101	15010704	25.000	6-Oct-06
07013668	015167	JOYCE WILSON	TRAVEL EXPENSE-TX MUNICIPAL LG	TRAVEL EXPENSE-TX MUNICIPAL LG		504201	01101	15010704	113.000	8-Nov-06
07016566	015167	JOYCE WILSON	TRANSPORTATION REIMBURSEMENT	TRANSPORTATION REIMBURSEMENT		504201	01101	15010704	35.000	21-Nov-06
06025213	015983	ROBERT D ANDRADE	Reimb-Moving & Travel Expenses	Reimb- moving & travel exp.		504201	01101	01010014	50.42	22-Dec-05
05018764	131502798	AMERICAN AIRLINES INC	04110506163-NOV04	Airfare Charges		504201	01101	15010704	300.200	12-Nov-04
05061409	131502798	AMERICAN AIRLINES INC	05040106163-Mar05	Airfare Charges		504201	01101	15010704	152.400	15-Apr-05
05009146	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	378299445001003-Oct04	Monthly billing-Oct04		504201	01101	15010704	55.000	12-Oct-04
05043847	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-020205	Trvl Chgs - Joyce Wilson		504201	01101	15010704	676.900	14-Feb-05
05052131	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-030305	Travel - Joyce Wilson		504201	01101	15010704	228.710	15-Mar-05
05067986	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-050205	Trvl Chgs - Joyce Wilson		504201	01101	15010704	621.380	11-May-05
05078258	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-060105	travel - joyce a. wilson		504201	01101	15010704	1095.300	15-Jun-05
05086276	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-070105	Trvl Chgs - Joyce A. Wilson		504201	01101	15010704	1152.280	15-Jul-05
05094760	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-080102	Trvl Chgs - Joyce Wilson		504201	01101	15010704	60.620	12-Aug-05
05088116	341750521	UNITED FIN ADJUSTING CO DBA CAMBRIC	*CITYOFEL00001-070305*	Wilson-6/10		504201	01101	15010704	4.000	21-Jul-05
06009522	Z088362888	JOHN COOK	Reimb-AUSA Conf Exp-Correction	void ck#00590816, reissue w/co		504200	01101	01010014	218.7	13-Oct-05
06009766	Z088362888	JOHN COOK	*07/10/05-07/11/05* S.ANTONIO	BRAC HEARING-SAN ANTONIO-7/10		504200	01101	01010014	6	14-Oct-05
06038573	Z088362888	JOHN COOK	Reimbursement for Travel Exp.	reimbursement for travel exp		504200	01101	01010014	19.75	22-Feb-06
06051821	Z088362888	JOHN COOK	Travel Reimb.	Travel Reimbursement		504200	01101	01010014	217.05	26-Apr-06
06057766	Z088362888	JOHN COOK	05/01-05/03 Austin Trvl Reimb	Travel Reimbursement		504200	01101	01010014	33	23-May-06
06074725	Z088362888	JOHN COOK	Travel - St. Louis, Mo	Travel Reimbursement		504200	01101	01010014	23	7-Aug-06
07005468	Z088362888	JOHN COOK	AUSA Convention Washington DC	AUSA National Convention		504200	01101	01010014	500	2-Oct-06
07020102	Z088362888	JOHN COOK	Atlanta Georgia Trip	Reimburse trip expenses		504200	01101	01010014	109.63	7-Dec-06
07025214	Z088362888	JOHN COOK	Taxi Reimbursement	Travel Reimbursement		504200	01101	01010014	38	3-Jan-07
07030298	Z088362888	JOHN COOK	Travel Reimb	Travel Reimbursement		504200	01101	01010014	50.43	25-Jan-07
07046252	Z088362888	JOHN COOK	Airfare reimbursement	Reimb Out of Pocket Expense		504200	01101	01010014	87.9	4-Apr-07
07046256	Z088362888	JOHN COOK	Mileage Reimburse	Travel out of pocket expenses		504200	01101	01010014	311.5	4-Apr-07
07046258	Z088362888	JOHN COOK	Mileage Reimbursement	Travel out of pocket expenses		504200	01101	01010014	311.5	4-Apr-07
05082507	Z228783986	JOYCE WILSON	06/10-06/12 Galveston, TX Trip	Travel Reimbursement		504201	01101	15010704	18.800	1-Jul-05
06017192	Z228783986	JOYCE WILSON	102605R Wilson	Travel Reimbursement		504201	01101	15010704	103.000	15-Nov-05

6618.470

01-30-97

2019 15

**AN ORDINANCE AMENDING ORDINANCE #9699,
AS AMENDED, ESTABLISHING PROCEDURES
FOR TRAVELING FOR THE CITY OF EL PASO,
BY PROVIDING FOR UPDATES TO MILEAGE
REIMBURSEMENT RATES**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance ~~#9699~~ ^{#9610} which was approved by City Council on January 30, 1990, later amended, is hereby changed by revising Section 13.a. to read as follows:

- 13. The payments for expenses for intra-city travel shall be as follows:
 - a. Mileage payments for authorized use of a private vehicle if no City vehicle is available within a reasonable time shall be paid to employees at the Standard Mileage Rate established by the Internal Revenue Service which determines this rate for reimbursing car expenses.

Section 9.2.1

PASSED AND APPROVED this 19th day of May, 1998.

THE CITY OF EL PASO


Carlos M. Ramirez, P.E.
Mayor

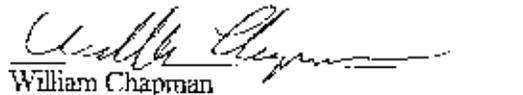
ATTEST


Carole Butler
City Clerk

APPROVED AS TO FORM:


Michael C. Hayes
Assistant City Attorney

APPROVED AS TO CONTENT:


William Chapman
Director, Office of Management and Budget

ORDINANCE NO. 10729-98 - 11-11-98

01-30-97

18

012159

9969

AN ORDINANCE AMENDING ORDINANCE #~~9699~~, AS AMENDED,
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance #~~9699~~⁹⁹⁶⁹ which was approved by City Council on January 30, 1990, later amended, is hereby changed to read as follows:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

Am change to 9969

2. The Chief Administrative Officer shall prepare and distribute to all City departments an administrative directive containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said directive shall become effective only after it is approved by the Mayor.

Changed by Mayor

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned within ten (10) working days to the Comptroller after conclusion of the travel.

Am change to 9969

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their

Am change to 9969

MCNABR20564.20AMBR17.

012159

268

departments so as to achieve maximum economy and efficiency.

5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

6. Air travel shall be on a commercial carrier, except when the use of a non-commercial carrier is more feasible and economical, and shall be purchased by the City, rather than the employee, wherever possible.

7. Any travel other than intra-city travel as defined in paragraph 13.c. shall be approved, in advance, by the Mayor.

8. All payments for lodging shall be for the rate established by the most current GAO schedules, unless otherwise approved by the Mayor for the particular location, and shall include applicable taxes. Such payments must be supported by actual receipts.

9. All payments for meals shall not exceed the per diem rate established by the most current applicable GAO schedules. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covered in accordance with the following schedules:

Breakfast - Between 6:00 a.m. and 11:00 a.m.	20% of total
Lunch - Between 11:00 a.m. and 5:00 p.m.	30% of total
Dinner - After 5:00 p.m.	50% of total

10. All payments for ground transportation shall be only for

Change to 1969

Small wording change from 1969

Changed to Mayor only

Removed City Council reference; only Mayor

Changed to applicable GAO schedules reference

actual expenses which are reasonable and necessary.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile unless travel by privately owned vehicle is allowed as a convenience to the employee, in which case payment shall be at fifteen (15) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized on the travel request. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time unless the private vehicle is used for the convenience of the employee, in which case the payment shall be at fifteen (15) cents per mile.

b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.

c. Intra-city travel is defined to mean any same-day travel within the city limits and travel to locations in El Paso County and in other locations (such as, Van Horn, Alamogordo, Las Cruces, Del Rio City) which does not require overnight accommodations.

No change to 9969

Replaced by purchase manual

Changed by ordinance 213644

No change to 9969

No change to 9969

d. Periodic audits by the Office of Management and Budget will be conducted through the request of the Mayor or Chief Administrative Officer.

e. In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). Except as provided in this paragraph, no payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations. Notwithstanding the prohibitions on payment of entertainment expense above, staff of the Convention and Visitors Bureau shall have the right to expend City funds for entertainment when such

*Final
changes
11/16/53
only*

11/16/53

*Removed
from
11/16/53*

*Revised
from
ordinance
11/16/53
related
to
11/16/53*

expenses are directly incurred when actively recruiting convention business, and the specific use of entertainment money shall be detailed in the reconciliation report after the travel which is submitted to the Comptroller.

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expense. Reimbursement in amounts over \$50, or 10% of the travel amount, whichever is higher, shall be submitted to the Mayor for approval. A request for reimbursement for any travel for which no advance approval was obtained as provided herein must be submitted to City Council for approval. Failure of the City Council to approve any such travel after the fact shall not subject the City to any liability to the employee or the third persons with whom the employee contracts regarding the unauthorized travel. All reimbursements submitted after ten (10) working days will not be considered, unless approved by the Mayor or Chief Administrative Officer.

17. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City owned vehicles for other than emergency purposes.

18. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the

*Changed to
Mayor from
City Council
in addition
reference to
unauthorized
travel
section
40)*

*No
change to
9969*

*No
change to
9969*

terms of the said grant require differently.

19. The Comptroller will charge the grants which have an allocation for travel twenty one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

Handwritten notes:
11/2/94
21

20. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

PASSED AND APPROVED this 2nd day of November, 1994.

THE CITY OF EL PASO

[Signature]
Mayor

ATTEST:

[Signature]
City Clerk

APPROVED AS TO FORM:

First Assistant City Attorney

APPROVED AS TO CONTENT:

Chief Administrative Officer

AN ORDINANCE AMENDING ORDINANCE #009969
AS AMENDED BY ORDINANCE #10991
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO BY PROVIDING
FOR ENTERTAINMENT EXPENSES AT
THE DISCRETION OF THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

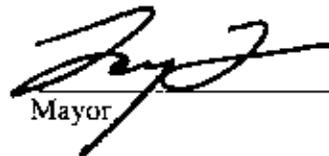
That Paragraph 15. of Ordinance #009969, be amended as follows:

- 15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). Except as provided in this paragraph, no payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations. Notwithstanding, the prohibitions on payment of entertainment expense above, staff of the Convention and Visitors Bureau shall have the right to expend City funds for entertainment when such expenses are directly incurred when actively recruiting convention business and when such expenses are approved in advance by City Council.

Added reference to CVB; changed when contract was signed with FPA (S. 46)

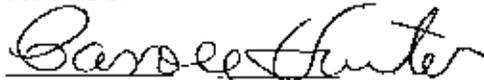
Except as herein amended all terms and provision in Ordinance #009969, as amended by Ordinance #10991 shall remain in full force and effect.

PASSED AND APPROVED this 23rd day of November, 1993.



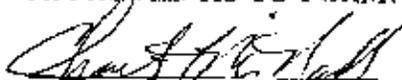
Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



First Assistant City Attorney

012958

#9969

AN ORDINANCE AMENDING ORDINANCE #9699, AS AMENDED, ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO, BY PROVIDING FOR UPDATES TO MILAGE REIMBURSEMENT RATES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance #9699 which was approved by City Council on January 30, 1990, later amended, is hereby changed by revising Section 13.a. to read as follows:

- 13. The payments for expenses for intra-city travel shall be as follows:
 - a. Milage payments for authorized use of a private vehicle if no City vehicle is available within a reasonable time shall be at the rate established by City Council pursuant to the Classification and Compensation ordinance.

Changed by Ordinance 13644

PASSED AND APPROVED this 8th day of Oct., 1996.

THE CITY OF EL PASO

[Signature]
Mayor

ATTEST:

[Signature]
Carmel Futer
City Clerk

APPROVED AS TO FORM:

[Signature]
Michael C. Hayes
Assistant City Attorney

APPROVED AS TO CONTENT:

[Signature]
Pat Diamanti
Director of Personnel

HAYES4-314-110MBY1

010991

AN ORDINANCE AMENDING ORDINANCE #009969
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO BY PROVIDING FOR
REIMBURSEMENT OF EXPENSES AT THE DISCRETION
OF THE CITY COUNCIL

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Paragraph 16. of Ordinance #009969 which was approved by
City Council on January 30, 1990 is hereby amended as follows:

16. If a City employee is required to travel to
such locations or under circumstances where
the above limits are not reasonable, the
employee may request reimbursement for actual
and reasonable expense. Reimbursement in
amount over \$50, or 10% of the travel amount,
whichever is higher, shall be submitted to
City Council for approval.

*No change
to 9/16/91*

A request for reimbursement for any travel for
which no advance approval was obtained as
provided herein must be submitted to City
Council for approval. Failure of the City
Council to approve any such travel after the
fact shall not subject the City to any
liability to the employee or the third persons
with whom the employee contracts regarding the
unauthorized travel.

*Added
reference to
unauthorized
travel
(referred to
Section 10-11
of Ordinance
#009969)*

All reimbursements submitted after ten (10)
working days will not be considered, unless
approved by the Chief Administrative Officer.

*No change
to 9/16/91*

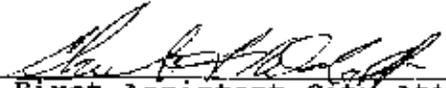
Except as herein amended all terms and provisions in Ordinance
#009969 shall remain in full force and effect.

PASSED AND APPROVED this 28th day of April,
1992.

[Signature]
Mayor

ATTEST:
[Signature]
City Clerk

APPROVED AS TO FORM:


First Assistant City Attorney

TravelAnd.com

010991

54

9969

AN ORDINANCE AMENDING ORDINANCE #8511
ESTABLISHING PROCEDURES FOR TRAVELING
FOR THE CITY OF EL PASO:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance #8611 which was approved by City Council on March 4, 1987 is hereby amended as follows:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

Section 13

2. The Office of Management and Budget shall prepare and distribute to all City departments an administrative directive containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said directive shall become effective only after it is approved by City Council.

To be Replaced by Travel Manual

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned within ten (10) working days to the Comptroller after conclusion of the travel.

Section 5.3

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their departments so as to achieve maximum economy and efficiency.

Section 4.0

9969

5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

Section
4.0

6. Air travel shall be on a commercial carrier, except when the use of a non-commercial carrier is more feasible and economical, and shall be purchased by the City, and not by the employee, according to procedures established by the Office of Management and Budget.

Section
4.0

7. Any travel other than intra-city travel as defined in Paragraph 13.c. shall be approved, in advance, by the Mayor and Council.

Section
7.0
(Approved by
CM/Dept)

8. All payments for lodging shall be for the rate established by the most current applicable GAO schedules for the particular location, unless otherwise approved by City Council as provided herein. Such payments must be supported by actual receipts.

Section
10.0

9. All payments for meals shall not exceed a per diem maximum of \$26 for each 24 hours of travel or a maximum of \$34 when traveling to a designated high rate geographical area according to the most current applicable GAO schedules. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:

Section
11.0

Breakfast - Between 6:00 a.m. and 11:00 a.m.	\$ 6.00	\$ 8.00
Lunch - Between 11:00 a.m. and 5:00 p.m.	\$ 8.00	\$11.00
Dinner - After 5:00 p.m.	<u>\$12.00</u>	<u>\$15.00</u>
	\$26.00	\$34.00

10. All payments for ground transportation shall be only for actual expenses which are reasonable and necessary.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile unless travel by privately owned vehicle is allowed as a convenience to the employee, in which case payment shall be at fifteen (15) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized by City Council. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time unless the private vehicle is used for the convenience of the employee, in which case the payment shall be at fifteen (15) cents per mile.

Section
9.3

Section
9.2

Replaced, in
part, with
R-card
Manual

Section
6.0

b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.

Section
6.0

c. Intra-city travel is defined to mean any same-day travel within the city limits and travel to locations in El Paso County and in other counties (such as, Van Horn, Alamoqordo, Las Cruces, Dell City) which does not require overnight accommodations.

Section
3.0 E
Definitions

d. Periodic audits by the Office of Management and Budget will be conducted through the request of Mayor's Office or Chief Administrative Officer.

Section
4.0

e. In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

Section
6.5

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request, and must be approved by the Office of Management and Budget. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

Section
8.0

15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, telephone calls, registration and tuition fees). No payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations.

Section
4.0
& 10.0

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expenses. Reimbursement in amounts over \$50. or 10% of the travel amount, whichever is higher, shall be submitted to City Council for approval. All reimbursements submitted after ten (10) working days will not be considered, unless approved by the Chief Administrative Officer.

Section
4.0

17. In emergencies the Mayor shall have the authority to authorize travel required for the conducting of City business, and any such request shall be placed on the agenda of the Council for notification at the next meeting of the Council.

Deleted
(Also addressed
in 10.0)

18. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City-owned vehicles for other than emergency purposes.

Section
6.2 and
6.3

19. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the terms of the said grant require differently.

Section
1.0

Section
9.2

20. The Comptroller will charge the grants which have an allocation for travel twenty-one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

21. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

22. This Ordinance shall take effect on February 13, 1990.

PASSED AND APPROVED this 30th day of January, 1990.

[Signature]
Mayor

ATTEST:

[Signature]
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

[Signature]
First Assistant City Attorney

[Signature]
Chief Administrative Officer

sp2-050
1/29/90

8611

AN ORDINANCE ESTABLISHING PROCEDURES FOR
TRAVELING FOR THE CITY OF EL PASO:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. Standard expense account forms shall be used by all City departments in preparing the expense accounts for traveling City employees. Such forms shall be prescribed by the Comptroller's Office and the Office of Management and Budget and shall include requests for official travel and reports of expenses.

2. The Office of Management and Budget shall prepare and distribute to all City departments a manual containing the necessary regulations governing the approval and processing of all travel requests, which shall be consistent with this ordinance. Said manual shall become effective only after it is approved by City Council.

3. The Comptroller may advance funds in accordance with the authorizations of this ordinance. Such advances shall be accounted for in the same manner as for reimbursements at the end of the travel. Any advance in excess of the actual expense or expenses must be returned promptly to the Comptroller upon conclusion of the travel.

4. It shall be the responsibility of each department head to plan and arrange for requested travel of employees in their departments so as to achieve maximum economy and efficiency.

5. The mode of travel shall be the most economical available but in any event, shall never exceed coach fare by air. The amount of time lost from regular City duties shall be considered in determining the mode of travel.

6. Wherever feasible, the ticket for travel shall be on a commercial carrier and shall be purchased by the City, and not by the employee, according to procedures established by the Office of Management and Budget.

7. All travel outside of El Paso County which is beyond a 50-mile radius from the El Paso city limits shall be approved,

8611

Waggett-Nay

287

in advance, by the Mayor and Council. If the City employee requests same-day travel to and from locations within the said 50-mile radius, no advance approval is required.

8. All payments for lodging shall be for the actual expenses, not to exceed \$55 per night. Such payments must be supported by actual receipts.

9. All payments for meals shall not exceed a per diem basis of \$15 for each 24 hours of travel.

10. All payments for ground transportation shall be only for what is necessary and reasonable.

11. All payments for privately-owned vehicles used for authorized travel shall be twenty-one (21) cents per mile.

12. The Director of Purchasing may issue a City gasoline credit card for the operation of a City vehicle if the use of such vehicle is authorized by City Council. Rental car credit cards may be also issued if so authorized. Under all circumstances, a copy of the travel authorization shall be presented to Purchasing before any cards shall be issued.

13. The payments for expenses for intra-city travel shall be as follows:

- a. Twenty-one (21) cents per mile for use of a private vehicle if no City vehicle is available within a reasonable time.
- b. Actual costs for meals at conferences or meetings when attendance is approved by the department head in advance.
- c. Intra-city travel is defined to mean any same-day travel within the city limits and within a 50-mile radius of the city limits of El Paso.

In any event, no payment will be made for travel expenses between a City employee's residence and the assigned place of work.

14. In those cases where registration fees are part of the travel request, the registration fee shall be paid where feasible, directly by the City through the Comptroller to the

sponsoring organization. Requests for registration fees must be made in sufficient time in advance of the date of the event to allow the Comptroller to process the request, and must be approved by the Office of Management and Budget. Receipts for registration fees are required. The receipt shall include the agenda or program, identifying all activities that are included in the registration fee for the event in question. The Comptroller shall not pay for expenses for registration or tuition which would not be allowed by this ordinance or which are unreasonable.

15. Only those expenses directly related to the official duties of the employee shall be paid (i.e. lodging, meals, transportation, registration and tuition fees). No payments shall be made for such expenditures as entertainment and materials, and those items which come under state and City purchasing regulations.

16. If a City employee is required to travel to such locations or under circumstances where the above limits are not reasonable, the employee may request reimbursement for actual and reasonable expenses.

17. In emergencies the Mayor shall have the authority to authorize travel required for the conducting of City business, and any such request shall be placed on the agenda of the Council for ratification at the next meeting of the Council.

18. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for intra-city travel expenses in addition to the said gasoline allowance, and is prohibited from driving City-owned vehicles for other than emergency purposes.

19. The policies and regulations for travel expenses covered by this ordinance shall apply to all activities financed by state, federal or private grants unless the terms of the said grant require differently.

20. The Comptroller will charge the grants which have an

allocation for travel twenty-one (21) cents per mile for the use of City vehicles by employees performing duties under the grant. If the City does not provide gasoline for such use, the charge shall be thirteen (13) cents per mile.

21. This ordinance supersedes all previous ordinances, motions and resolutions relating to travel procedures for the City.

PASSED AND APPROVED this 7th day of March, 1986.

ATTEST:

Carol Hunter
City Clerk

Julius
Mayor

APPROVED AS TO FORM:

Robert W. Bayles
Assistant City Attorney

APPROVED AS TO CONTENT:

JSP
Chief Administrative Officer

sp2/006
3/3/86

8611

Section 4: Ordinances with references to proposed manual

<p>City of El Paso</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>SUBJECT</p> <p>TRAVEL AUTHORIZATION & EXPENSE ALLOWANCES</p>	<p>Number 89-106</p> <p>Effective Date 1 Sept. 2003</p> <p>Page 1 of 10</p>
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I. DEFINITIONS

- A. Actual Expenses – Expenses supported by **actual** receipts.
- B. Advance – Funds allotted to the employee prior to travel.
- C. Emergency Travel – Travel authorized by the Mayor for the conducting of City business in an emergency.
- D. Expense Reconciliation – Audit of expense reports and attached receipts upon completion of travel, to determine if actual travel expenses exceeded or were less than approved amounts advanced.
- E. Expense Report – A copy of an authorized Travel Request form with the "Actual Expenses" section filled out and accompanied with all **original** expense receipts which is used to reconcile travel expenses. Completed Authorized Travel Request is due within 10 working days after completion of travel.
- F. Local Travel/Training (Intra-City) – Any same day travel to locations in El Paso County and in other locations such as Van Horn, Alamogordo, Las Cruces, Dell city which does not require overnight accommodations and for which approval is not required.
- G. Necessary and Reasonable Expenses – Criteria used to evaluate expenses which are not supported by actual receipts such as miscellaneous expenses.
- H. Per Diem Allowance – Monetary allowance for lodging and meals.
- I. Reimbursement – Funds paid to an employee upon returning from travel when actual expenses exceed the amount advanced.
- J. Refund – Any advance in excess of actual expenses which must be returned to the City of El Paso.
- K. Travel Request – Form prescribed by OMB and the Comptroller's Office which is transmitted for approval and which is subsequently used for expense reconciliation.
 - 1. "Open" Travel Request – An authorized Travel Request is considered "open" when an expense report has not been filed with OMB for reconciliation and any refund of travel advance due the City or reimbursement due the employee has not been paid.

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2. "Closed" Travel Request – An authorized Travel Request is considered "closed" when an expense report has been filed, reconciled and any refund of travel advances due the City or reimbursement due the employee has been paid.

L. GAO Schedules – As published in 41 CFR Chapter 301 (as amended) – Federal travel Regulations; Maximum Per Diem Rates; Final Rule.

II. POLICIES

Reference Ordinance 9699 as amended.

A. Department heads are responsible to plan and arrange for requested travel of employees so as to achieve maximum economy and efficiency. Travel should not be granted if the purpose of the trip can be handled by mail or telephone.

It will be the Department's responsibility to ascertain that funding is available for travel as well as obtaining separate billing accounts for the Universal Air Travel Plan (ghost cards) accounts. A copy of the application form is attached.

It will be the Department's responsibility to ensure that both the Department Head and Assistant Department Head are not absent from the Department at the same time.

Travel shall be approved only to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs.

The policies and regulations for travel set forth in this procedure shall apply to all activities financed by an enterprise fund and state, federal or private grants unless the terms of the said grant require differently.

The Comptroller's Office will charge grants thirty-six and one half (\$0.365), or the latest amount recorded in the Federal Register per mile for the use of City vehicles by employees.

B. The mode of travel wherever feasible shall be air travel by commercial carrier and shall be the most economical available, but in any event shall never exceed coach fare by air. In the event the City designates a City Travel Agency, air travel reservations shall be made by the Agency and the ticket paid by City check.

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- C. Transportation and registration expenses incurred pursuant to an approved Travel Request shall be paid on the basis of actual costs. All other usual travel expenses will be advanced on the basis of a per diem allowance.
- D. The City shall not pay expenses resulting from indirect routes of travel and arriving earlier and leaving later than necessary to conduct official business.
- E. Vacation may be taken in conjunction with travel on official business at no additional cost to the City provided this fact is specifically indicated on the face of the Travel Request and is authorized by the Department Head.
- F. Expense reports and refunds of unused travel monies advanced shall be completed within ten (10) working days after conclusion of travel.

No travel advances shall be made to anyone who has permitted a previous Travel Request to remain "open" by failure to file the required Expense Reports and/or repay the unused portion of any travel advance within ten days after conclusion of travel, unless such delay has been approved as provided in Ordinance 8611.

- G. When a spouse or other members of an employee's family attend a conference or meeting, none of their expenses shall be borne by the City. The Travel Request shall reflect only those expenses incurred by the employee.
- H. In instances where use of personal automobile is allowed for the convenience of the employee, lodging, meals, and other expenses will be allowed on the same basis as if the employee had traveled by air. Travel time will also be allowed on the same basis as if the employee had traveled by air. The employee will charge the City only the time that would have been required to make the trip using airline transportation. All time used in excess of air travel time shall be charged to employee leave time.

III. AUTHORIZED EXPENSES

A. Local travel/training (Intra-City) - Valid Expenses

- 1. Actual cost for registration fees (and meals if included in fee) at conference or meetings only when attendance is approved by the department head in advance and is a requirement of the job or in the interest of the City because of essential information. Normally, lunches are not paid.

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2. If a city vehicle is available for use, employees must use this method of transportation rather than a personal vehicle. In instances where use of a personal vehicle is required, the employee, will be reimbursed at thirty six and one half cents (\$0.365), or latest amount in the Federal Register per mile. When a personal vehicle is used for the convenience of the employee and approved by the department head, reimbursement will be at thirty six and one half cents (\$0.365), or latest amount in the Federal Register per mile.
 3. Any City employee who receives a monthly allowance for gasoline shall not be entitled to receive any reimbursement for local travel expenses in addition to the said gasoline allowance, and is prohibited from driving city-owned vehicles for other than emergency purposes.
- B. Travel Other Than Local - Valid expenses include only those directly related to the official duties of the employee as stated below:
1. Lodging - shall be for the actual expenses at the rate established by the most current applicable Federal Register schedules for the particular location unless otherwise approved by City Council or the Mayor in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts.
 2. Meals - maximum amount as shown in the latest Federal Register for geographical area.
 3. Registration fees - shall be paid, where feasible, directly by the City through the Department's Voucher Payable process to the sponsoring organization and shall be supported by an actual receipt, agenda or program identifying all activities and meals that are included in the registration fee. The Department shall not pay for expenses for registration or tuition which are not allowed or which are unreasonable. Registration costs are authorized to the extent necessary to transact official business; expenses of "tour packages" offered in connection with conference registration or other similar expenses are not allowed.
 4. Ground transportation - shall be only for what is reasonable and necessary and must be supported by actual receipts.
 5. Telephone calls - shall be for what is reasonable and necessary, only for official city business and must be supported by appropriate documentation relative to cost and purpose and with the approval of the Department Head.

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6. Miscellaneous expenses - i.e., porter services or tips, which shall only be what is reasonable and necessary not to exceed \$10.00 total.
7. Rental car - may be authorized when determined to be necessary. "Necessary" means that a rental car is needed to conduct official business and other alternatives, such as public transportation, are either more costly or impractical due to the exigency of travel. Insurance should be purchased from the rental car agency when personal insurance companies will not insure a driver using a rental car and must be supported by receipt as well as gasoline receipts. All rental cars should be filled up before return and not at Rental Agency Car station to avoid exorbitant fuel charges.
8. Personal vehicle use - shall be thirty six and one half cents (\$0.365), or latest approved rate listed in the Federal Register per mile when approved in advance not to exceed the cost of coach air fare.
9. Items such as entertainment, alcoholic beverages, dry cleaning service or any other personal services are not authorized expenses.

IV. PROCEDURES

A. Transportation

1. All commercial air transportation reservations shall be processed according to the following procedure:
 - a. In the event of designation of a Travel Agency, departments shall notify the designated agency of destination, dates, and preferred hour of departure and return. Departments are responsible for ensuring that the travel agency makes reservations for their employees. Travel should be planned sufficiently in advance to take advantage of reduced fares. Pricing may be obtained from the Internet.
 - b. Coach fare shall be considered standard for air travel, however, the most economical available shall be utilized, i.e., discount fares where feasible. If a City travel agency is designated, the travel agency shall state the terms of the ticket purchase such as seven day advance, weekend stay etc.

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- c. In the event a City travel agency is designated, the travel agency will deliver airline tickets to the Department Head. Purchasing tickets from the Internet should be sent to the Department requesting the airline tickets.
 - d. In the event a City travel agency is designated a monthly invoice for all City travel booked through a travel agency will be provided by the agency to the Department. Departments will verify services received.
 - e. If a situation arises that during travel additional fees or fares are incurred they must be substantiated by a receipt and written justification, and will be subject to approval as provided herein and in Ordinance 8611.
 - f. If a City travel agency is designated, frequent flier or bonus miles obtained as a result of City travel will be utilized only for official city business. If not used accordingly, employee will be given a 1099 - Miscellaneous form for taxable fringe benefits received. Designated travel agency will provide the City with reports indicating frequent flier or bonus miles earned.
2. All vehicular transportation shall comply with the following:
- a. Travel in a City vehicle may be authorized if it is in the best interest of the City considering such factors as time required, destination, travel distance, and number of persons in the travel group. Gas, oil, and other service station assistance will be paid by use of a City credit card which will be issued by the Director of Purchasing if so approved on the Travel Request.
 - b. Travel by personal vehicle for City business, at the reimbursement rate of \$.365 or latest rate in the Federal Register per mile, may be authorized if commercial transportation is not practical and a City vehicle is not available. Travel by personal vehicle for the convenience of the employee is reimbursable at \$.365 or latest rate in the Federal Register per mile. Odometer readings from employee's residence or official work site (whichever is shorter distance) to final destination and return should be used to calculate mileage.
 - c. Rental car credit cards are available for use at travel destination when so approved in advance. A Travel Request must indicate approval by the City council prior to issuance of a credit card by the Director of Purchasing. Travelers must fill up rental car gas tanks prior to returning to the agency in order to avoid exorbitant fuel charges. Gas receipts are to be submitted with reconciliation.

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- d. Reimbursements will be made for the use of taxis or airport limousine in connection with travel when supported by actual receipts. Most hotels provide this shuttle service free of charge.
- e. Reimbursements will be made for miscellaneous expenses not to exceed \$10.00 total.

B. Lodging

The per diem allowance for lodging is the rate established by the most current applicable Federal Register for the particular unless otherwise approved by City Council or the Mayor in emergency travel situation. Such approval must be obtained in advance except for circumstances beyond the control of the employee and must be supported by actual receipts. The City will pay the actual cost of hotel rooms. The room rate must be substantiated by an original hotel issued receipt that indicated all charges and payments credited.

C. Meals

- 1. The maximum per diem allowance for a designated geographical area according to the most current applicable Federal Register will be used. Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers in accordance with the following schedules:
 - a. Breakfast - Between 6:00 a.m. and 11:00 a.m.
 - b. Lunch - Between 11:00 a.m. and 5:00 p.m.
 - c. Dinner - After 5:00 p.m.

Schedules should be as follows:

- a. At Designated Geographical Area
 - 1. Breakfast - Between 6:00 a.m. and 11:00 a.m. 20%
 - 2. Lunch - Between 11:00 a.m. and 5:00 p.m. 30%
 - 3. Dinner - After 5:00 p.m. 50%
- b. Leaving and Returning to El Paso
 - 1. Flights leaving before 8:00 a.m. – Breakfast
 - 2. Flights leaving between 11:00 a.m. and 1:00 p.m. - Lunch
 - 3. Flights leaving between 5:00 p.m. and 8:00 p.m. – Dinner

4. Flights returning between 8:00 a.m. and 11:00 a.m. - Breakfast
5. Flights returning between 2:00 p.m. and 5:00 p.m. - Lunch
6. Flights returning after 6:00 p.m. - Dinner

2. Meals included in registration fees, airline tickets or provided by another agency shall be deducted from the per diem reimbursement allowance.

D. Time Away From Duty Station

Travel requests should indicate the number of hours the employee is away from the duty station. If the person must be replaced during these hours, so state on the Travel Request. Do not include weekend hours unless employee normally works on the weekend.

E. Registration Fees

Requests for attendance at conferences, training sessions, or other meetings, must be supported by a program or other evidence of the opening and closing dates and time, the fee rate, and meals that are included.

It is preferred that registration fees be paid directly by the City to the sponsoring organization if the vendor has been established by the Purchasing Department, if not, then the registration fee will be advanced to the employee and it will be his/her responsibility to pay the vendor.

A receipt or some other proof of the fee payment shall be submitted with reconciliation when the fee is paid by the employee out of advanced funds.

F. Long Distance Telephone Calls While Traveling

Long distance telephone charges will be allowed for official business calls and will be governed by the following:

1. Calls to City offices shall be made on a collect call basis; all other business related calls to locations other than City offices shall be paid by the employee, who will be reimbursed upon submission of appropriate documentation relative to cost and purpose and with the approval of the Department Head.
2. Calls for other than City business shall not be made at City expense. One (1) telephone call to the employee's family indicating a safe arrival is permissible for reimbursement.

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G. Travel Advances

1. Travel advances are authorized on the basis of an approved Travel Request. It will be the Department Head's responsibility to approve Travel Requests for their Departments providing funds are available. Checks for travel advances shall be prepared by the Department's Voucher Payable process.
2. The amount of advance will be the total of column two (2) on approved travel request.
3. It is the Department's responsibility to make reservations for airline tickets and hotel/motel reservations.

H. Expense Report Reconciliation

1. Within ten (10) working days after completion of travel an Expense Report shall be filed with OMB. Original receipts only for lodging, transportation, and official long distance phone calls, etc. shall be filed with the report. The total amount due to the City or from the traveler shall be noted on the Report. If funds are due the City, a City of El Paso Cashier's Receipt (original) shall accompany the Expense Report. Reimbursements in amounts over \$50 or 10% of the travel amount, whichever is higher, shall be submitted to City Council for approval prior to payment. If reimbursement is due, a check will be issued to the traveler. Amounts less than \$50 or 10% of travel amount will be reimbursed by the Comptroller's Office after reconciliation is completed. Reimbursements under \$1.00 will not be necessary. If an employee does not wish to receive a reimbursement, then that must be indicated on the reconciliation.
2. If the advance exceeds expenses reimbursable under provisions of this directive or in the event of the cancellation or indefinite postponement of travel for which an expense advance has been issued, monies due the City shall be promptly returned to the Comptroller's Office. If purchased by designated City travel agency all airline tickets shall be returned to the travel agency for credit. The applicable Travel Request along with the refund receipt shall be filed by the Comptroller's Office and the Travel Request shall be closed.

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V. GENERAL GUIDELINES FOR DEPARTMENT HEADS

- A. Planning of trips is essential to reduce travel costs. Travel should be requested far enough in advance for authorization to be granted in time to take advantage of reduced fees offered for early registration and discount airline fares.
- B. Examine travel destinations to ensure that travel is to destinations which are in closest proximity to the City. If there are seminars, conferences, etc., scheduled throughout the year at various locations and the determination is made to have an employee attend, choose the location closest to El Paso.
- C. Screen all travel requests to limit trips, number of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of department mission.
- D. Exercise control of travel expense by keeping it within established appropriations.
- E. Review expense reports at completion of trips to ensure completeness and appropriateness of expenses claimed.

VI. FORMS

- A. Travel Request
- B. Multiple Attendees Travel Request Forms and Instructions

AN ORDINANCE AMENDING ORDINANCE #9699, AS AMENDED, ESTABLISHING PROCEDURES FOR TRAVELING FOR THE CITY OF EL PASO should be either updated or revised based on the information presented above.

Section 9: Travel expenses for District, Mayor and City Manager

Cardholder Name	Posting Date	Merchant Name	Merchant City, State	G/L Code	Amount	Personal	Unit Name	Description
ANN LILLY	2/14/2007	RENAISSANCE HOTELS 9671V	AUSTIN, TX	502215 outside k	360.91	No	DISTRICT 01	Hotel and meal charge in Austin - Feb 12th 2007 TML Briefing
ANN LILLY	2/14/2007	SOUTHWESTAIR5262371223044	DALLAS, TX	502215	30.1	No	DISTRICT 01	Flight change surcharge - Austin Feb 12th 2007 TML Briefing
ANN LILLY	2/2/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	95	No	DISTRICT 01	Feb 12th 2007 TML Legislative Briefing
ANN LILLY	2/2/2007	SOUTHWESTAIR5262369172784	DALLAS, TX	502215	297.2	No	DISTRICT 01	Round trip to Austin for the TML meeting - Feb 12th 2007
ANN LILLY	12/18/2006	LA QUINTA INN	AUSTIN, TX	502215	90.85	No	DISTRICT 01	Hotel for one night in Austin attending the TML Board meeting December 15, 2006
ANN LILLY	12/6/2006	SOUTHWESTAIR5262759603190	DALLAS, TX	502215	291.1	No	DISTRICT 01	Representative Lilly - travel to TML Board meeting in Austin December 15, 2006
ANN LILLY	10/27/2006	HAMPTON INN HOTELS	AUSTIN, TX	502215	223.1	No	DISTRICT 01	Representative Lilly attended TML Annual Conference and Resolutions Committee meeting in Austin, TX on October 24, 2006
ANN LILLY	10/13/2006	SOUTHWESTAIR5262749820943	DALLAS, TX	502215	284.4	No	DISTRICT 01	Representative Lilly - travel to Austin for TML Resolution Committee meeting - Oct 24th - Oct 27th.
ANTHONY PEARSON	6/19/2006	AMERICAN AIR0012119556072	TICKET MAILED, TX	502215	369.1	No	DISTRICT 01	airline tickets for Rep Lilly for TML meeting in Dallas
ANN LILLY	10/12/2005	SOUTHWESTAIR5262785624979	DALLAS, TX	504201	98.7	No	DISTRICT 01	Retrun trip from TML
ANN LILLY	10/12/2005	AMERICAN AIR0012141476755	TICKET MAILED, TX	504201	92.7	No	DISTRICT 01	Travel to TML
ANN LILLY	8/29/2005	MARRIOTT HOTELS-LOS COLI	IRVING, TX	504201	206.1	No	DISTRICT 01	Travel TML conference
ANN LILLY	4/5/2006	HAMPTON INNS AUSTIN NRTH	512-4523300, TX	504420	80.66	No	DISTRICT 01	Hotel room TML
ANN LILLY	3/24/2006	SOUTHWESTAIR5262712586756	DALLAS, TX	504420	291.1	No	DISTRICT 01	airline tickets to TML meeting
ANN LILLY	10/31/2005	GAYLORD TEXAN FRONT DESK	GRAPEVINE, TX		422.42	No	DISTRICT 01	TML Annual Meeting expenses for room
ANN LILLY	10/31/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		21.31	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/31/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		72.57	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/28/2005	GAYLORD TEXAN F&B	GRAPEVINE, TX		18.09	No	DISTRICT 01	TML Annual Meeting
ANN LILLY	10/5/2005	GAYLORD TEXAN ADV RSVTNS	GRAPEVINE, TX		200.48	No	DISTRICT 01	hotel for TML
ANN LILLY	9/30/2005	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX		295	No	DISTRICT 01	registration fees

3840.89

Cardholder Name	Transactic	Posting D	Merchant Name	Merchant City, Stat	G/L Code	Amount	Person	Unit Name	Unit Code	Description
SUSANNAH BYRD	6/7/2007	6/11/2007	SOUTHWESTAIRS262315270940	DALLAS, TX	502215	248.70	No	DISTRICT 02	1010002	Airline Travel for Rep Susie Byrd to Austin, Tx w Senators Shapleigh and Watson re Downtown Revitalization and Redevelopment on June 27-30th 2007
SUSANNAH BYRD	5/3/2007	5/4/2007	AUSTIN CAB INC	AUSTIN, TX	502215	27.00	No	DISTRICT 02	1010002	Cab Fare to/from Airport in Austin Texas attending the Texas Round-Up Awards Ceremony on April 27th 2007.
SUSANNAH BYRD	4/27/2007	5/7/2007	YELLOW CAB COMPANY	AUSTIN, TX	502215	22.00	No	DISTRICT 02	1010002	Cab fare to/from Airport attending the Texas Round-Up Awards Ceremony on April 27th 2007.
SUSANNAH BYRD	4/26/2007	5/1/2007	SOUTHWESTAIRS262306022646	DALLAS, TX	502215	363.30	No	DISTRICT 02	1010002	Airline ticket to the Texas Round Up Awards from Gov. Perry in Austin Texas on April 27th 2007.
SUSANNAH BYRD	2/10/2007	2/15/2007	LA TAXI COOP INC	GARDENA, CA	502215	43.00	No	DISTRICT 02	1010002	Taxi fare hotel to LAX for Susie Byrd and Steve Ortega.
SUSANNAH BYRD	2/10/2007	2/12/2007	CASA LA GOLONDRINA	LOS ANGELES, CA	502215	25.53	No	DISTRICT 02	1010002	Lunch for Susie Byrd during Smart Growth Seminar
SUSANNAH BYRD	2/9/2007	2/12/2007	MORTON'S OF LA-FIGUERO	LOS ANGELES, CA	502215	65.04	No	DISTRICT 02	1010002	Dinner while attending the New Partners fo Smart Growth Seminar
SUSANNAH BYRD	2/3/2007	2/5/2007	EXPEDIA TRAVEL	800-367-3476, NV	502215	70.41	No	DISTRICT 02	1010002	Super 8 Hotel for El Paso Days in Austin.
SUSANNAH BYRD	1/19/2007	1/22/2007	SOUTHWESTAIRS262767017687	DALLAS, TX	502215	119.40	No	DISTRICT 02	1010002	Airfare LAX to El Paso. New Partners for Smart Growth Conference.
SUSANNAH BYRD	12/1/2006	12/4/2006	EMBASSY INN	WASHINGTON, DC	502215	295.42	No	DISTRICT 02	1010002	Testify for Border Network Human Rights in D.C.
SUSANNAH BYRD	7/20/2006	7/21/2006	DOLLAR RAC DAL	DALLAS, TX	502408	64.39	Yes	DISTRICT 02	1010002	HFC Board Meeting trip.
MIRIAM GUTIERREZ	7/18/2006	7/20/2006	SOUTHWESTAIRS262734144887	DALLAS, TX	504201	389.70	Yes	DISTRICT 02	1010002	HFC Board business. Airfare for Andrea Tirres.
MIRIAM GUTIERREZ	7/18/2006	7/20/2006	SOUTHWESTAIRS262734118906	DALLAS, TX	504201	172.60	Yes	DISTRICT 02	1010002	HFC Board business. Airfare for Maria Urbina.
MIRIAM GUTIERREZ	3/8/2006	3/10/2006	SOUTHWESTAIRS262710057367	DALLAS, TX	504201	353.60	No	DISTRICT 02	1010002	Airfare for Steve Bonner w/Dept of Interior to discuss Castner Range at Council Mtg of 3/14/06.
SUSANNAH BYRD	8/24/2007	8/27/2007	SOUTHWESTAIRS262331501250	DALLAS, TX	504201	313.60	No	DISTRICT 02	1010002	
SUSANNAH BYRD	7/12/2006	7/14/2006	SOUTHWESTAIRS262732821137	DALLAS, TX	504201	59.00	Yes	DISTRICT 02	1010002	HFC Board business.
SUSANNAH BYRD	6/28/2006	6/30/2006	SOUTHWESTAIRS262730418854	DALLAS, TX	504201	212.60	Yes	DISTRICT 02	1010002	HFC Board business.
SUSANNAH BYRD	1/17/2006	1/18/2006	NATIONAL CAB	WASHINGTON, DC	504201	21.00	No	DISTRICT 02	1010002	Cab ride from Airport to Hotel.
SUSANNAH BYRD	12/4/2005	12/5/2005	CHICAGO HILTON	CHICAGO, IL	504201	183.49	No	DISTRICT 02	1010002	Hotel stay.
SUSANNAH BYRD	11/16/2005	11/18/2005	AMERICAN AIR0012142695972	TICKET MAILED, TX	504201	300.90	No	DISTRICT 02	1010002	Roundtrip Airfare for Urban Libraries Council Meeting in Chicago, Illinois.
SUSANNAH BYRD	7/23/2005	7/25/2005	DAYS INN	ABILENE, TX	504201	121.80	No	DISTRICT 02	1010002	2 night hotel stay for TML training in Abilene Texas.
SUSANNAH BYRD	7/22/2005	7/25/2005	CYPRESS STREET STATION	ABILENE, TX	504201	48.49	No	DISTRICT 02	1010002	Dinner meal for TML Training 072205.
SUSANNAH BYRD	7/22/2005	7/25/2005	SKILLETS RESTAURANT #206	ABILENE, TX	504201	21.38	No	DISTRICT 02	1010002	Breakfast meal for Rep. Byrd and Rep. Orouke for TML Training on 072305.
CONNIE MAGANA	8/10/2005	8/11/2005	WAL-MART #0500	EL PASO, TX	504420	84.43	No	DISTRICT 02	1010002	Food and beverage for office use
MIRIAM GUTIERREZ	7/11/2007	7/12/2007	WESTIN HOTELS	SAN FRANCISCO, CA	504420	454.04	No	DISTRICT 02	1010002	Hotel for Mark Alvarado attending EITC Conference for Susie Byrd.
MIRIAM GUTIERREZ	6/19/2007	6/21/2007	SOUTHWESTAIRS262317532787	DALLAS, TX	504420	385.10	No	DISTRICT 02	1010002	Airfare for Mark Alvarado to attend EITC conference for Rep. Byrd.
MIRIAM GUTIERREZ	12/22/2006	12/26/2006	SOUTHWESTAIRS262762398947	DALLAS, TX	504420	177.10	No	DISTRICT 02	1010002	HFC Board Meeting/ Austin, TX.
SUSANNAH BYRD	8/17/2007	8/20/2007	ACTEVA.COM ONLINE EVENTS	877-9334730, CA	504420	400.00	No	DISTRICT 02	1010002	Registration for the Meeting of the Minds Conference 9/11/07 Oakland, Ca.
SUSANNAH BYRD	6/29/2007	7/2/2007	COURTYARD BY MARRIOTT CNV	AUSTIN, TX	504420	206.01	No	DISTRICT 02	1010002	1 night hotel stay in Austin, Texas meeting with Sen Shapleigh and Sen Watson Downtown redevelopment
SUSANNAH BYRD	6/22/2007	6/25/2007	CHANNEL INN HOTEL	WASHINGTON, DC	504420	288.13	No	DISTRICT 02	1010002	2 night hotel stay in Washington, D.C. Border Network on Human Rights
SUSANNAH BYRD	6/21/2007	6/25/2007	JENNY'S ASIAN FUSION RES	WASHINGTON, DC	504420	45.00	No	DISTRICT 02	1010002	Dinner during trip to Washington DC for the Border Network and Human Rights meeting
SUSANNAH BYRD	6/20/2007	6/21/2007	INDIQUE	WASHINGTON, DC	504420	22.60	No	DISTRICT 02	1010002	Dinner during trip to Washington DC for the Border Network of Human Rights meeting
SUSANNAH BYRD	6/20/2007	6/25/2007	ALEXANDRIA UNION TAXI	000-0000000, VA	504420	21.00	No	DISTRICT 02	1010002	Cab fare from Airport to Hotel.
SUSANNAH BYRD	8/25/2007	8/27/2007	HOTELS.COM	800-219-4606, TX		292.74	No	DISTRICT 02	1010002	
SUSANNAH BYRD	2/11/2007	2/12/2007	WILSHIRE GRAND HOTEL	LOS ANGELES, CA		263.93	No	DISTRICT 02	1010002	

6,182.43

Cardholder Name	Transaction Dt	Posting Date	Merchant Name	Merchant City, State	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
JOSE LOZANO	5/14/2007	5/15/2007	DOLLAR RAC LAS000	LAS VEGAS, NV	502215	124.57	Yes	DISTRICT 03	1010003	NO DESCRIPTION OR RECEIPT GIVEN
JOSE LOZANO	4/23/2007	4/25/2007	SOUTHWESTAIR5262305295138	DALLAS, TX	502215	363.30	Yes	DISTRICT 03	1010003	NO DESCRIPTION OR RECEIPT GIVEN
JOSE LOZANO	9/29/2006	10/2/2006	BEST WESTERN OCEAN VIEW	SANTA MONICA, CA	502215	272.46	No	DISTRICT 03	1010003	Hotel for trip to LA to view two retention areas
JOSE LOZANO	9/21/2006	9/25/2006	SOUTHWESTAIR5262746078563	DALLAS, TX	502215	381.10	No	DISTRICT 03	1010003	Trip to LA to view two retention areas
JOSE LOZANO	1/31/2007	2/1/2007	ENTERPRISE RENT-A-CAR	LOS ANGELES, CA	502408	155.03	No	DISTRICT 03	1010003	
JOSE LOZANO	8/18/2006	8/21/2006	BUDGET RENT-A-CAR	AUSTIN, TX	502408	56.45	No	DISTRICT 03	1010003	
JOSE LOZANO	2/20/2006	2/21/2006	AVIS RENT-A-CAR 1	AUSTIN, TX	502408	73.26	No	DISTRICT 03	1010003	
JOSE LOZANO	8/27/2005	8/29/2005	BUDGET RENT-A-CAR	DALLAS, TX	502408	30.98	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Car Rental.
JOSE LOZANO	3/5/2007	3/7/2007	CHEVRON 00209236	EL PASO, TX	503000	20.03	No	DISTRICT 03	1010003	
JOSE LOZANO	10/22/2005	10/24/2005	CHEVRON 00205856	EL PASO, TX	503000	42.73	No	DISTRICT 03	1010003	Fuel costs to attend Border Relations lucheon meeting with Cd Juarez City Representatives.
JOSE LOZANO	10/6/2005	10/10/2005	SUPERSTOP 19 00781963	EL PASO, TX	503000	46.26	No	DISTRICT 03	1010003	Attended meeting border relations meeting with Cd. Juarez Representatives and visited facilities and projects.
IRMA CAMARILLO	3/13/2006	3/15/2006	SOUTHWESTAIR5262710858327	DALLAS, TX	504201	241.10	No	DISTRICT 03	1010003	TML-TASK FORCE ON EMINENT DOMAIN/ REGULATION OF DEVELOPMENT IN AUSTING, TX
JOSE LOZANO	1/31/2007	2/1/2007	SANDIA SHUTTLE AND CAPIT	505-4380687, NM	504201	25.00	No	DISTRICT 03	1010003	
JOSE LOZANO	10/9/2006	10/11/2006	SOUTHWESTAIR5262749409964	DALLAS, TX	504201	271.10	No	DISTRICT 03	1010003	
JOSE LOZANO	8/18/2006	8/21/2006	HAMPTON INNS AUSTIN NRTH	512-4523300, TX	504201	97.75	No	DISTRICT 03	1010003	
JOSE LOZANO	8/7/2006	8/9/2006	SOUTHWESTAIR5262737978698	DALLAS, TX	504201	343.10	No	DISTRICT 03	1010003	Trip to Austin for the TML Task Force Meeting on Eminent Domain Aug 18 2006
JOSE LOZANO	6/22/2006	6/26/2006	SOUTHWESTAIR5262729248342	DALLAS, TX	504201	102.00	No	DISTRICT 03	1010003	
JOSE LOZANO	5/31/2006	6/2/2006	SOUTHWESTAIR5262725199953	DALLAS, TX	504201	71.00	No	DISTRICT 03	1010003	Flight change during Chihuahua trip
JOSE LOZANO	5/16/2006	5/18/2006	SOUTHWESTAIR5262722519655	DALLAS, TX	504201	310.20	No	DISTRICT 03	1010003	
JOSE LOZANO	3/8/2006	3/9/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	(113.85)	No	DISTRICT 03	1010003	
JOSE LOZANO	2/10/2006	2/13/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	113.85	No	DISTRICT 03	1010003	
JOSE LOZANO	2/11/2006	2/13/2006	HOLIDAY INNS AUSTIN	AUSTIN, TX	504201	113.85	No	DISTRICT 03	1010003	
JOSE LOZANO	2/7/2006	2/9/2006	SOUTHWESTAIR5262704857044	DALLAS, TX	504201	48.50	No	DISTRICT 03	1010003	
JOSE LOZANO	9/7/2005	9/9/2005	SOUTHWESTAIR5262779381900	DALLAS, TX	504201	171.50	No	DISTRICT 03	1010003	Plane Ticket for Housing Finance Corp trip to Texas Association of Local Housing Finance Agencies at Corpus Christi, TX
JOSE LOZANO	8/28/2005	8/29/2005	MARRIOTT HOTELS-LOS COLI	IRVING, TX	504201	352.65	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Hotel Stay.
JOSE LOZANO	8/25/2005	8/29/2005	MARRIOTT HOTELS REST	IRVING, TX	504201	30.16	No	DISTRICT 03	1010003	Texas Municipal League Trip with other Reps in Irving Texas. Food and Beverage.
JOSE LOZANO	2/1/2007	2/5/2007	HOTEL SANTA FE	SANTA FE, NM		124.94	No	DISTRICT 03	1010003	
JOSE LOZANO	6/29/2006	6/30/2006	HOTELS.COM	800-394-1454, TX		(70.94)	No	DISTRICT 03	1010003	
JOSE LOZANO	6/21/2006	6/22/2006	HOTELS.COM	800-394-1454, TX		141.88	No	DISTRICT 03	1010003	
JOSE LOZANO	2/21/2006	2/22/2006	THE DRISKILL HOTEL	512-4745911, TX		204.35	No	DISTRICT 03	1010003	

4,144.31

Cardholder Name	Transaction Date	Posting Date	Merchant Name	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
MELINA CASTRO	3/1/2007	3/5/2007	HAMPTON INN HOTELS	502215	148.35	No	DISTRICT 04	1010004	hotel stay in Austin, Texas to tour grease plant

148.35

Cardholder Name	Transacti Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Cod	Description
RACHEL QUINTANA	8/11/2007 RADISSON CENTRAL DALLAS	502215	198.00	No	DISTRICT 05	1010005	Hotel Room for 2 nights while attending TML 2007 Newly Elected City Officials Orientation
RACHEL QUINTANA	8/10/2007 PALM RESTAURANT-DALLAS	502215	36.00	No	DISTRICT 05	1010005	Friday Dinner Meal while attending TML 2007 Newly Elected City Officials Orientation
RACHEL QUINTANA	8/9/2007 PAPPADIAUX SEAFOOD KITCHN	502215	25.90	No	DISTRICT 05	1010005	Thursday Lunch Meal at TML 2007 Newly Elected Officials Orient.
RACHEL QUINTANA	8/10/2007 RADISSON CENT DALLAS F AN	502215	25.82	No	DISTRICT 05	1010005	Friday Breakfast Meal at TML 2007 Newly Elected Officials Orient. Tax added to purchase, but was reimbursed to City Cashier Acct No 502215 in cash on Aug 24th please see receipt No 07235012 attached
PRESI ORTEGA	10/28/2005 OMNI HOTELS BAY FRONT	504201	378.02	No	DISTRICT 05	1010005	Attendance at TALHFA Conference held October 26-28 in Corpus Christi, Texas.
PRESI ORTEGA	10/17/2005 SOUTHWESTAIRS262786800065	504201	591.50	No	DISTRICT 05	1010005	Will be attending TALHFA Conference in Corpus Christi, Texas. Member of local HFC Board for City of El Paso.
TERESA VILLANUEVA	7/8/2005 SOUTHWESTAIRS262787590086	504201	198.60	No	DISTRICT 05	1010005	At the request of Presi Ortega, I attended a Grants Summit in Austin, Texas.
TERESA VILLANUEVA	7/22/2005 PERFORMANCE INSTITUTE,		(300.00)	No	DISTRICT 05	1010005	At the time of registration I was informed City Credit card would get a credit of 300.00 for seminar attended on July 18-19, 2005 in Austin, Texas.
TERESA VILLANUEVA	7/11/2005 PERFORMANCE INSTITUTE,		895.00	No	DISTRICT 05	1010005	I attended a Grants Summit in Austin, Texas and this is the registration fee. A 300 hundred dollar discount credit will be issued to this Credit Card account.
			2,051.84				

Cardholder Name	Transaction	Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Code	Description
EDUARDO HOLGUIN	4/23/2007	SOUTHWESTAIR5262305257897	502215	363.30	Yes	DISTRICT 06	1010006	travel to Austin to support the Tiguas Economic Development of the Mission Valliey - NO RECEIPT
EDUARDO HOLGUIN	3/7/2007	SOUTHWESTAIR5262375947331	502215	261.30	No	DISTRICT 06	1010006	Travel to Austin Meeting with Norma Chavez
EDUARDO HOLGUIN	6/30/2006	MARRIOTT 337F6 AUSTIN	502215	205.85	No	DISTRICT 06	1010006	Hotel for Travel to Austin TX dOT meeting.
EDUARDO HOLGUIN	6/28/2006	ADVANTAGE RENT A CAR #101	502215	101.27	No	DISTRICT 06	1010006	Rent a car in travel to Austin TX Dot Meeting
EDUARDO HOLGUIN	6/15/2006	SOUTHWESTAIR5262728063215	504420	261.10	No	DISTRICT 06	1010006	Travel expenses for Jose A Lozano will allocate funds to reimburse our account. Trip to Austin TX to attend the Texas Transportation Commission meeting on June 29, 2006
EDUARDO HOLGUIN	6/15/2006	SOUTHWESTAIR5262728063216	504420	261.10	No	DISTRICT 06	1010006	Travel expenses for Eddie Holguin Jr. Trip to Austin, TX to attend the Texas Transportation Commission meeting on June 29, 2006

1,453.92

Cardholder Name	Transact	Merchant Name	G/L Code	Amount	Person	Unit Name	Unit Code	Description
AURORA QUINTANA	6/8/2007	SOUTHWESTAIR5262315376780	502215	248.70	No	DISTRICT 07	1010007	Airline reservation for Rep Steve Ortega to Austin for meeting with Senator Watson and tour of city re growth and downtown redevelopment on June 27th 2007.
AURORA QUINTANA	1/25/2007	LOCAL GOVERNMENT COMMISSI	502215	279.00	No	DISTRICT 07	1010007	Registration fee for Representative Steve Ortega to attend 6th Annual New Partners for Smart Growth Conference in Los Angeles
AURORA QUINTANA	1/23/2007	SOUTHWESTAIR5262767709052	502215	249.30	No	DISTRICT 07	1010007	Flight to Los Angeles for Representative Steve Ortega to attend 6th Annual New Partners for Smart Growth Conference
AURORA QUINTANA	11/2/2006	SOUTHWESTAIR5262753806038	502215	302.10	No	DISTRICT 07	1010007	Representative Steve Ortega trip to Austin, TX in support of a proposed affordable housing development
AURORA QUINTANA	10/24/2006	AMERICAN AIR0012153989727	502215	1,012.20	No	DISTRICT 07	1010007	Rep Steve Ortega trip to Charlotte, NC to make a presentation at the Cultivating Creative Communities Conference
AURORA QUINTANA	10/24/2006	AMERICAN AIR0010610678009	502215	10.00	No	DISTRICT 07	1010007	Trip to Charlotte NC
AURORA QUINTANA	8/18/2006	SOUTHWESTAIR5262740017628	502215	177.10	No	DISTRICT 07	1010007	Flight for Representative Steve Ortega to Austin, Texas, to attend Texas Municipal League General Government Committee
AURORA QUINTANA	7/31/2006	SOUTHWESTAIR5262736666377	502215	363.10	No	DISTRICT 07	1010007	Flight to Austin to attend Border Coalition meeting on Aug 02,2006
AURORA QUINTANA	6/2/2006	SOUTHWESTAIR5262725557880	502215	199.10	No	DISTRICT 07	1010007	Fare for Rep Steve Ortega to Austin to attend Texas Transportation Committee meeting, at Mayors request
STEVE ORTEGA	5/30/2007	NATIONAL COFERENCE ON	502215	325.00	No	DISTRICT 07	1010007	Registration for 2007 National Conference on the Creative Economy in Fairfax County, Virginia on October 24-25, 2007.
STEVE ORTEGA	2/11/2007	WILSHIRE GRAND HOTEL	502215	376.40	No	DISTRICT 07	1010007	3 nights accommodations to attend 6th Annual New Partners for Smart Growth Conference in Los Angeles
STEVE ORTEGA	2/10/2007	SOUTHWESTAIR5262370970885	502215	72.00	No	DISTRICT 07	1010007	Fee for changing flight to return one day early
STEVE ORTEGA	2/9/2007	MORTON'S OF LA-FIGUERO	502215	65.03	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	2/8/2007	WESTIN HOTELS BONAVENT FB	502215	24.60	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	2/8/2007	KYOTO-WILSHIREGRAND	502215	17.32	No	DISTRICT 07	1010007	Meal during trip to Los Angeles to attend 6th Annual New Partners for Smart Growth Conference
STEVE ORTEGA	11/9/2006	PETER R BECK SR-TAXI	502215	22.00	No	DISTRICT 07	1010007	Cab fare while on trip to Austin, TX in support of proposed affordable housing development
STEVE ORTEGA	10/28/2006	MARRIOTT 337A5 CHARLOTTE	502215	334.96	No	DISTRICT 07	1010007	Accommodations while on trip to Charlotte, NC
STEVE ORTEGA	10/27/2006	AVIS RENT-A-CAR 1	502215	123.33	No	DISTRICT 07	1010007	Car rental while on trip to Charlotte, NC
STEVE ORTEGA	10/27/2006	HMS HOST-CLE-AIRPT Q63	502215	8.99	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC
STEVE ORTEGA	10/26/2006	LATORRES RESTAURANT/MENAC	502215	29.96	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC
STEVE ORTEGA	10/25/2006	COOL RIVER	502215	20.24	No	DISTRICT 07	1010007	Meal while on trip to Charlotte, NC to make a presentation at Cultivating Creative Communities Conference
STEVE ORTEGA	8/4/2006	MARRIOTT 337F6 AUSTIN	504200	228.85	No	DISTRICT 07	1010007	Accommodations for trip to Austin to attend Texas Border Coalition meeting.
STEVE ORTEGA	8/3/2006	BRICK OVEN	504200	23.32	No	DISTRICT 07	1010007	Meal while on trip to Austin.
STEVE ORTEGA	6/30/2006	MARRIOTT 337F6 AUSTIN	504201	189.75	No	DISTRICT 07	1010007	Accommodations for one night in conjunction with Austin trip to attend Texas Transportation Commission meeting regarding Regional Mobility Authority
STEVE ORTEGA	6/29/2006	MARRIOTT 337F6 AUST - F/B	504201	42.26	No	DISTRICT 07	1010007	Meal at Marriott Hotel in conjunction with Austin trip
STEVE ORTEGA	6/29/2006	AUSTIN-BERGSTROM INTL ARP	504201	10.77	Yes	DISTRICT 07	1010007	Meal at Austin Airport in conjunction with Austin trip
STEVE ORTEGA	11/3/2005	HMSHOST-PHX-AIR #0570	504201	4.71	No	DISTRICT 07	1010007	Meal during economic development Phoenix trip
AURORA QUINTANA	4/28/2006	SOUTHWESTAIR5262719280327	504420	279.10	No	DISTRICT 07	1010007	Trip by Rep Steve Ortega to LA to attend Image Branding Focus Group meeting to be reimbursed by City Manager office
STEVE ORTEGA	6/29/2007	CAPITOL GRILL	504420	8.71	No	DISTRICT 07	1010007	Meal while in Austin to meet with Senator Watson and tour of city re growth and downtown redevelopment
STEVE ORTEGA	6/27/2007	YELLOW CAB COMPANY	504420	10.00	No	DISTRICT 07	1010007	Cab fare for Representative Ortega while in Austin to meet with Senator Watson and tour of city re growth and downtown redevelopment
STEVE ORTEGA	9/9/2006	DOLLAR AS	504420	93.91	No	DISTRICT 07	1010007	Rental car in Austin in conjunction with business trip
STEVE ORTEGA	9/8/2006	HILTON AUSTIN AIRPORT	504420	105.75	No	DISTRICT 07	1010007	Trip to Austin to attend Texas Municipal League, General Government Committee
STEVE ORTEGA	9/7/2006	PAPPASITO'S CANTINA #	504420	22.27	No	DISTRICT 07	1010007	Meal in Austin while on business trip
STEVE ORTEGA	5/18/2006	THE GALLEY	504420	47.64	No	DISTRICT 07	1010007	Dinner while on a trip on city business to Los Angeles

5,327.47

Cardholder Name	Transaction Date	Merchant Name	G/L Code	Amount	Personal	Unit Name	Unit Code	Description
ALMA FIGUEROA	6/30/2007	COURTYARD BY MARR	502215	434.70	No	DISTRICT 08	1010008	HOTEL FEE FOR TRIP TO AUSTIN TO DISCUSS GROWTH AND DOWNTOWN REDEVELOPMENT ON JUNE 27TH 2007
ALMA FIGUEROA	6/8/2007	SOUTHWESTAIRS26231	502215	239.30	No	DISTRICT 08	1010008	Airfare back from Austin
ALMA FIGUEROA	6/7/2007	SOUTHWESTAIRS26231	502215	121.90	No	DISTRICT 08	1010008	Airfare for Trip to Austin to attend a meeting with Senator Watson and to take a tour of the City of Austin to look at growth and Downtown
ALMA FIGUEROA	5/30/2007	NATIONAL COFERENCI	502215	325.00	No	DISTRICT 08	1010008	2007 National Conference on the Creative Economy Registration Fee
ALMA FIGUEROA	2/23/2006	DELTA AIR 006231827	504201	414.69	No	DISTRICT 08	1010008	Trip to Washington DC to attend Partners for Livable Communities Honorees 2006. This expense will be paid by the Empowerment Zone
ALMA FIGUEROA	5/30/2006	AMERICAN AIR0012118	504420	461.20	No	DISTRICT 08	1010008	Airfare for Rep. Robert ORourke to Charlotte North Carolina to attend the Cultivating Creative Communities Conference on October 24th
ALMA FIGUEROA	4/28/2006	HOTELS.COM	504420	(316.29)	No	DISTRICT 08	1010008	Credit due to cancellation or change in room accommodation
ALMA FIGUEROA	4/28/2006	HOTELS.COM	504420	316.29	No	DISTRICT 08	1010008	Hotel expense to attend L.A. Focus Group Conference Expense to be covered by City Managers Office plus expense to be divided betwe
ALMA FIGUEROA	4/25/2006	HOTELS.COM	504420	316.29	No	DISTRICT 08	1010008	Original reservation was canceled due to change in room accommodation
ALMA FIGUEROA	4/21/2006	SOUTHWESTAIRS26271	504420	297.10	No	DISTRICT 08	1010008	Airfare to Los Angeles to attend the Image Branding Focus Group Conference Expense to be covered by the City Managers office

2,610.18

Cardholder Name	Transaction Date	Posting Date	Merchant Name	Merchant City, State	GL Code	Amount	Personal	Unit Name	Unit Code	Description
JOYCE WILSON	5/30/2007	5/31/2007	NATIONAL CONFERENCE ON	703-790-0600, VA	502215	325.00	No	CITY MANAGER	15010704	Registration for Joyce Wilson 2007 National Conf on the Creative Economy
SUZANNE TOMLI	5/16/2007	5/17/2007	AMERICA'S REGISTRY	516-9972525, NY	502215	228.95	No	CITY MANAGER	15010704	I do not know what this is for I have called Americas Registry waiting for call back May18 - In Dispute
SUZANNE TOMLI	4/6/2007	4/6/2007	AEROMEXCO 1397669317979	ARLINGTON, VA	502215	271.86	No	CITY MANAGER	15010704	Plane ticket for Shamori Whitt Ciclovía budget
SUZANNE TOMLI	3/22/2007	3/26/2007	AMERICA'S REGISTRY	516-9972525, NY	502215	228.95	No	CITY MANAGER	15010704	2 Year membership registration for Pat Aduato
SUZANNE TOMLI	8/25/2007	8/27/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	225.00	No	CITY MANAGER	15010704	Conference Fee For Joyce Wilson
SUZANNE TOMLI	8/23/2007	8/24/2007	TEXAS MUNICIPAL LEAGUE	512-719-6300, TX	502215	225.00	No	CITY MANAGER	15010704	Conference fee for Julie Luzzano
SUZANNE TOMLI	7/18/2007	7/20/2007	AMERICAN AI 0017062334891	ATLANTA, GA	502215	298.10	No	CITY MANAGER	15010704	Airline ticket for Beto O'Rourke Creative Economy Conference
JOYCE WILSON	8/25/2007	8/26/2007	THRIFTY CAR RENTAL	DENVER, CO	504201	284.94	No	CITY MANAGER	15010704	Rental car during the 2007 Annual KFLA Conference
JOYCE WILSON	8/25/2007	8/26/2007	ROCKY MTN PRK HOLIDAY INN	ESTES PARK, CO	504201	234.78	No	CITY MANAGER	15010704	Hotel during the KFLA 2007 Annual Conference
JOYCE WILSON	3/9/2007	3/12/2007	SOUTHWESTAIRS262372554088	DALLAS, TX	504201	29.00	No	CITY MANAGER	15010704	Joyce made a change to her flight in Dallas when she was returning from a speaking engagement at UNT airline did not provide a receipt
JOYCE WILSON	2/2/2007	2/5/2007	BUDGET RENT-A-CAR	AUSTIN, TX	504201	150.44	No	CITY MANAGER	15010704	Rental car for the TCMA Regional Retreat at Eagle Canyon Lodge
JOYCE WILSON	1/16/2007	1/18/2007	SOUTHWESTAIRS262769416224	DALLAS, TX	504201	202.70	No	CITY MANAGER	15010704	Change to Joyces Las Vegas Flight Executive Cities Conference
JOYCE WILSON	1/4/2007	1/8/2007	SOUTHWESTAIRS262764059560	DALLAS, TX	504201	177.30	No	CITY MANAGER	15010704	Airfare to Austin for the TCMA Conference Joyce is a guest speaker
JOYCE WILSON	11/30/2006	12/1/2006	KELLOGGFELLOWLEADERSHIP	303-398-7417, CO	504201	450.00	No	CITY MANAGER	15010704	KFLA Annual Conference
JOYCE WILSON	11/21/2006	11/24/2006	SOUTHWESTAIRS262757447202	DALLAS, TX	504201	178.90	No	CITY MANAGER	15010704	Airfare to the Large Cities Executive Forum in Las Vegas
JOYCE WILSON	11/13/2006	11/15/2006	MENGER HOTEL	SAN ANTONIO, TX	504201	188.65	No	CITY MANAGER	15010704	Hotel during the Texas Lyceum Conference Joyce was a Guest Speaker
JOYCE WILSON	10/27/2006	10/30/2006	HAMPTON INN HOTELS	AUSTIN, TX	504201	398.42	No	CITY MANAGER	15010704	Hotel for the TML Conference Joyce was a guest speaker
JOYCE WILSON	10/2/2006	10/4/2006	CONTINENTAL 0057651808720	ATLANTA, GA	504201	307.71	No	CITY MANAGER	15010704	Air Fare to the National Academy of Public Administration meeting in DC
JOYCE WILSON	9/11/2006	9/13/2006	HYATT HOTELS SAN ANTONIO	SAN ANTONIO, TX	504201	732.20	No	CITY MANAGER	15010704	Hotel for the ICMA Conference in San Antonio Sept 8 2006 through Sept 11 2006
JOYCE WILSON	8/2/2006	8/3/2006	RENAISSANCE HOTELS STL AP	ST. LOUIS, MO	504201	206.45	No	CITY MANAGER	15010704	Hotel for St Louis Trip July 31 Meeting with Boeing
JOYCE WILSON	8/1/2006	8/3/2006	UNITED AIR 0162145159432	HONOLULU, HI	504201	115.00	No	CITY MANAGER	15010704	Change to return flight from St Louis early return due to the flood
JOYCE WILSON	7/27/2006	7/31/2006	UNITED AIR 0167644192481	ATLANTA, GA	504201	807.70	No	CITY MANAGER	15010704	Trip to St Louis July 31 2006 Mayor Cook REDCO to meet with Boeing
JOYCE WILSON	7/20/2006	7/24/2006	SOUTHWESTAIRS262734575820	DALLAS, TX	504201	437.70	No	CITY MANAGER	15010704	Original ticket to St Louis July 31 2006 for Boeing presentation Did not use we have a credit with southwest Diana Nunez booked the trip
JOYCE WILSON	6/15/2006	6/19/2006	SOUTHWESTAIRS262728066290	DALLAS, TX	504201	269.60	No	CITY MANAGER	15010704	Airfare to the ICMA conference in San Antonio Sept 2006
JOYCE WILSON	8/3/2006	8/5/2006	OMNI HOTELS BAY FRONT	CORPUS CHRIST, TX	504201	353.74	No	CITY MANAGER	15010704	Hotel during the TCMA conference
JOYCE WILSON	8/3/2006	8/5/2006	OMNI HOTELS BAY FRONT	CORPUS CHRIST, TX	504201	28.81	No	CITY MANAGER	15010704	Meal during the TCMA conference
JOYCE WILSON	3/21/2006	3/22/2006	GAMINO REAL DOME BAR	EL PASO, TX	504201	40.00	Yes	CITY MANAGER	15010704	Personal Expenses on P-card. Paid with Check No. 1312 Joyce A. Wilson Personal Account
JOYCE WILSON	3/4/2006	3/6/2006	MANCHU MCK 2157	DALLAS, TX	504201	20.33	No	CITY MANAGER	15010704	Dinner during Great Exchange Trip March 2-4
JOYCE WILSON	2/4/2006	2/6/2006	HAND & HAND CONFERENCE	9793241699, TX	504201	180.80	No	CITY MANAGER	15010704	LaSalle Hotel Charge for Conference
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227541	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for William Studer
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227542	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for Deborah Hamlyn
JOYCE WILSON	1/27/2006	1/30/2006	AMERICAN AIR0011294227543	ATLANTA, GA	504201	346.21	No	CITY MANAGER	15010704	Airfare for the TCMA Conference for Joyce Wilson
JOYCE WILSON	11/22/2005	11/23/2005	BEST WESTERN HOTELS	EL PASO, TX	504201	124.74	No	CITY MANAGER	15010704	Lodging for Bill Lilly attendance to Neighborhood Coalition
JOYCE WILSON	11/8/2005	11/11/2005	AMERWESTAIR 4012173107049	800 235 9292, AZ	504201	189.90	No	CITY MANAGER	15010704	Airfare for to DFW attendance to TML Conference
JOYCE WILSON	11/1/2005	11/2/2005	HILTON HOTELS DFW	GRAPEVINE, TX	504201	264.84	No	CITY MANAGER	15010704	Lodging expense while attending TML Conference
JOYCE WILSON	10/28/2005	10/31/2005	AMERICAN AIR0010614115895	TICKET MAILED, TX	504201	25.00	No	CITY MANAGER	15010704	Airline return exchange fee
JOYCE WILSON	10/26/2005	10/28/2005	JRAM39;S TEXAS PRIME	COLLEYVILLE, TX	504201	211.45	No	CITY MANAGER	15010704	Dinner for Rep Lilly and City Attorney during travel
JOYCE WILSON	10/20/2005	10/21/2005	HILTON HOTELS DFW	GRAPEVINE, TX	504201	245.28	No	CITY MANAGER	15010704	One night deposit for lodging for TML Conference
JOYCE WILSON	10/10/2005	10/12/2005	AMERICAN AIR0012141488836	TICKET MAILED, TX	504201	189.90	No	CITY MANAGER	15010704	Roundtrip Airfare to Dallas attendance to TML
JOYCE WILSON	8/26/2005	8/29/2005	AEROMEXCO	HOUSTON, TX	504201	734.32	No	CITY MANAGER	15010704	Airfare to Chih, MX Meet w/ local officials binational
JOYCE WILSON	8/26/2005	8/29/2005	AEROMEXCO	HOUSTON, TX	504201	734.32	No	CITY MANAGER	15010704	Duplicate charge to be refunded in future
JOYCE WILSON	8/26/2005	10/8/2005	CREDIT TO PURCHASE		504201	(734.32)	No	CITY MANAGER	15010704	Credit to duplicate airfare charges trip to Chihuahua MX
JOYCE WILSON	8/19/2005	8/22/2005	TRAVELCLTY TOTAL TRIP	800-256-9089, TX	504201	806.42	No	CITY MANAGER	15010704	Airfare William Lilly interview

E1_AP_VCHR_PYMT_DETAIL

Voucher	Vendor	Name	Invoice	Descr	PO	Account	Fund	Dept ID	Vchr Line Amou	Acctg Date
07006560	015167	JOYCE WILSON	ICMA 09/11/06 TAXI CAB	TAXI CAB-ICMA CONFERENCE		504201	01101	15010704	25.000	6-Oct-06
07013668	015167	JOYCE WILSON	TRAVEL EXPENSE-TX MUNICIPAL LG	TRAVEL EXPENSE-TX MUNICIPAL LG		504201	01101	15010704	113.000	8-Nov-06
07016566	015167	JOYCE WILSON	TRANSPORTATION REIMBURSEMENT	TRANSPORTATION REIMBURSEMENT		504201	01101	15010704	35.000	21-Nov-06
06025213	015983	ROBERT D ANDRADE	Reimb-Moving & Travel Expenses	Reimb- moving & travel exp.		504201	01101	01010014	50.42	22-Dec-05
05018764	131502798	AMERICAN AIRLINES INC	04110506163-NOV04	Airfare Charges		504201	01101	15010704	300.200	12-Nov-04
05061409	131502798	AMERICAN AIRLINES INC	05040106163-Mar05	Airfare Charges		504201	01101	15010704	152.400	15-Apr-05
05009146	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	378299445001003-Oct04	Monthly billing-Oct04		504201	01101	15010704	55.000	12-Oct-04
05043847	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-020205	Trvl Chgs - Joyce Wilson		504201	01101	15010704	676.900	14-Feb-05
05052131	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-030305	Travel - Joyce Wilson		504201	01101	15010704	228.710	15-Mar-05
05067986	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-050205	Trvl Chgs - Joyce Wilson		504201	01101	15010704	621.380	11-May-05
05078258	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-060105	travel - joyce a. wilson		504201	01101	15010704	1095.300	15-Jun-05
05086276	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-070105	Trvl Chgs - Joyce A. Wilson		504201	01101	15010704	1152.280	15-Jul-05
05094760	133133497	AM EXPRESS TRAVEL RELATED SVC CO II	3782-994450-01003-080102	Trvl Chgs - Joyce Wilson		504201	01101	15010704	60.620	12-Aug-05
05088116	341750521	UNITED FIN ADJUSTING CO DBA CAMBRIC	*CITYOFEL00001-070305*	Wilson-6/10		504201	01101	15010704	4.000	21-Jul-05
06009522	Z088362888	JOHN COOK	Reimb-AUSA Conf Exp-Correction	void ck#00590816, reissue w/co		504200	01101	01010014	218.7	13-Oct-05
06009766	Z088362888	JOHN COOK	*07/10/05-07/11/05* S.ANTONIO	BRAC HEARING-SAN ANTONIO-7/10		504200	01101	01010014	6	14-Oct-05
06038573	Z088362888	JOHN COOK	Reimbursement for Travel Exp.	reimbursement for travel exp		504200	01101	01010014	19.75	22-Feb-06
06051821	Z088362888	JOHN COOK	Travel Reimb.	Travel Reimbursement		504200	01101	01010014	217.05	26-Apr-06
06057766	Z088362888	JOHN COOK	05/01-05/03 Austin Trvl Reimb	Travel Reimbursement		504200	01101	01010014	33	23-May-06
06074725	Z088362888	JOHN COOK	Travel - St. Louis, Mo	Travel Reimbursement		504200	01101	01010014	23	7-Aug-06
07005468	Z088362888	JOHN COOK	AUSA Convention Washington DC	AUSA National Convention		504200	01101	01010014	500	2-Oct-06
07020102	Z088362888	JOHN COOK	Atlanta Georgia Trip	Reimburse trip expenses		504200	01101	01010014	109.63	7-Dec-06
07025214	Z088362888	JOHN COOK	Taxi Reimbursement	Travel Reimbursement		504200	01101	01010014	38	3-Jan-07
07030298	Z088362888	JOHN COOK	Travel Reimb	Travel Reimbursement		504200	01101	01010014	50.43	25-Jan-07
07046252	Z088362888	JOHN COOK	Airfare reimbursement	Reimb Out of Pocket Expense		504200	01101	01010014	87.9	4-Apr-07
07046256	Z088362888	JOHN COOK	Mileage Reimburse	Travel out of pocket expenses		504200	01101	01010014	311.5	4-Apr-07
07046258	Z088362888	JOHN COOK	Mileage Reimbursement	Travel out of pocket expenses		504200	01101	01010014	311.5	4-Apr-07
05082507	Z228783986	JOYCE WILSON	06/10-06/12 Galveston, TX Trip	Travel Reimbursement		504201	01101	15010704	18.800	1-Jul-05
06017192	Z228783986	JOYCE WILSON	102605R Wilson	Travel Reimbursement		504201	01101	15010704	103.000	15-Nov-05

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