

**CITY OF HAMMOND**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER 5 COMPENSATION AND  
BENEFITS OF THE CITY PERSONNEL POLICY RULE V-24  
REGARDING COUNCIL MEMBER TRAVEL

**BE IT ORDAINED** by the City of Hammond City Council that:

**Section 1:** Hammond Personnel Policies and Procedures Manual Chapter 5, Rule V-24 (A) be amended to read as follows:

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**Rule V-24 Travel**

- A. Payment of travel expenses is intended to be and shall be solely for travel performed by employees and elected and appointed officials of the City on Official City Business. A Travel Expense Report shall be submitted to the Department Head prior to reimbursement ~~for City to the employees.~~ Travel for City employees shall be approved in advance by Department Heads and Administration at least 10 days in advance using ~~a~~ the most recent Travel Request Form. Travel by Department Heads and appointed officials of the City shall be approved by the Mayor or The Director of Administration. All advance travel pay requests for City employees and appointed officials of the City shall be approved by the Mayor or the Director of Administration prior to the issuance of checks. Expenses for travel for a City Council member shall be submitted on a Travel Request Expense Report Form by the Council member requesting the expenditure to the City finance department for payment out of funds budgeted for such expense. ~~-The City shall not pay the travel expenses for the spouse of any City employee or any City elected or appointed official. In the event that a City official travels with their spouse to a conference or on official City business, the City shall not pay any expense for the spouse.~~

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This ordinance having been submitted in writing, having been introduced at a public meeting of the Hammond City Council, discussed at a public hearing of said Council and was submitted to an official vote of the Hammond City Council.

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was hereby declared adopted on this \_\_\_\_ day of \_\_\_\_\_, 2018, by the following roll call vote:

Yea \_\_\_\_\_ Nay \_\_\_\_\_ Absent \_\_\_\_\_ Not Voting \_\_\_\_\_

Johnny Blount	_____	_____	_____	_____
Mike Williams	_____	_____	_____	_____
Janice Carter Beard	_____	_____	_____	_____
Jason Hood	_____	_____	_____	_____
Lemar Marshall	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Tonia Banks, Clerk  
Hammond City Council

\_\_\_\_\_  
Johnny Blount, President  
Hammond City Council

INTRODUCED: \_\_\_\_\_, 2018

PUBLISHED: \_\_\_\_\_, 2018

ADOPTED: \_\_\_\_\_, 2018

DELIVERED TO MAYOR: \_\_\_\_\_, 2018

APPROVED BY MAYOR: \_\_\_\_\_, 2018

RECEIVED FROM MAYOR: \_\_\_\_\_, 2018