

**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:

+++++

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 employees. Travel for City employees shall be approved in advance by Department Heads and Administration at least 10 days in advance using 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 Expense Report 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

...

+++++

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