



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Legislation Text

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**File #:** 21-502, **Version:** 1

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**ITEM TITLE:**

Consider approving Council Policy 1-1, Employee Travel, dated September 28, 2021 to replace Council Policy 1-1, Employee Travel dated October 10, 2006.

**INITIATOR:** Michael Cleghorn, City Manager

**STAFF INFORMATION SOURCE:** Michael Cleghorn, City Manager

**BACKGROUND:** To establish a standardized travel policy when requesting to attend schools, conferences, conventions, job related training, or official travel and to provide employees guidance on allowable expenditures and the proper means to document those expenditures. This policy offers direction to employees who are traveling for public business purposes, which are properly approved before the travel occurs, and assists with accountability of all travel expenses upon return. The policy provides the administrative regulations governing all travel on behalf of the City of Lawton. Such travel includes being out of town on City business, training, seminars, workshops, professional conferences overnight or local vicinity travel. To protect the interests of both the City and its employees, the following procedures govern reimbursement. This policy sets out standard guidelines for expense reimbursement, deviations from this policy may result in the employee not being reimbursed for their travel.

**EXHIBIT:** Proposed Policy 1-1 dated September 28, 2021

**KEY ISSUES:** Should City Council approve Policy 1-1, Employee Travel, dated September 28, 2021 to replace Council Policy 1-1, Employee Travel, dated October 10, 2006.

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDED COUNCIL ACTION:** Approve Policy 1-1, Employee Travel dated September 28, 2021.