

EMPLOYEE BEHAVIOR & EXPECTATIONS

HRAR 4.10 TRAVEL

Purpose

This administrative rule governs the behavior of ~~City Auditor's Office~~ officers, employees, members of boards and commissions, and other individuals authorized to travel for ~~City Auditor's Office~~ business, whether the expenses are paid for by the ~~City of Portland Auditor's Office~~ or an outside agency. For purposes of this administrative rule, the term "traveler" is used to refer to any individual authorized to travel for ~~Auditor's Office~~ ~~City~~ business.

Responsibility

~~The Bureau of Human Resources~~ The City Auditor maintains authority to adopt administrative rules governing ~~Auditor's Office~~ employee behavior and expectations for travel for ~~Auditor's Office~~ ~~City~~ business.

The Accounting Division, in the Bureau of Revenue and Financial Services maintains authority to adopt administrative rules and procedures to govern the accounting and financial aspects of City of Portland expenditures associated with travel for City business.

Travel for Work

The ~~Auditor's Office~~ ~~City of Portland~~ recognizes that there can be value in authorizing employees to travel for work-related reasons, including furthering an employee's professional development and skills.

Travel for ~~Auditor's Office~~ ~~City~~ business includes but is not limited to conventions, conferences, meetings of professional associations, training, and meetings with others from which the ~~Auditor's Office~~ ~~City~~ will derive benefit through the attendance of a representative.

Approval of Travel

~~Auditor's Office~~ ~~City~~ employees must request and receive approval for any travel for work, including travel paid for by outside entities that only require use of work time.

For travel paid for by the ~~Auditor's Office~~ ~~City~~, all travelers must receive authorization in advance for any travel-related expenses, per FIN 6.13.

Incurring and Recording Travel-related Expenses

In compliance with the City's ethics rules, all travelers should exercise good judgment, regard for economy, and recognition of proper use of public monies while traveling or incurring expenses in connection with ~~Auditor's Office~~ ~~City~~ business.

Travel authorization and expenditure records are public records and may be accessible to the media and ~~members of the public~~ citizen inquiry.

Travelers who fail to provide a proper accounting of their travel-related expenses may be denied future travel for work.

**Personal Use of Travel
Incentives Prohibited**

Travelers are prohibited from personal use of any travel incentives earned from travel arrangements purchased by the Auditor's Office~~City~~ or reimbursed by the Auditor's Office~~City~~. Travel incentives include, but are not limited to, frequent flyer miles for air travel, "bonus" miles, "points" acquired through hotel/lodging, rental car, or other company-based loyalty programs, and compensation for the inconvenience of being "bumped" off a flight that is overbooked (such as a coupon for future travel). Lodging or meal vouchers received because of a delay in travel and used at that time are not included in this prohibition.

**Related Policies and
Procedures**

Accounting Administrative Rule **FIN 6.13 Overnight and Out-of-Town Travel** and related **Travel Policies and Procedures**.

4.07 Awards Gifts, Prizes and Promotional Items

**Administrative Rule
History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~
~~Effective April 5, 2002~~
~~Revised October 24, 2003~~
~~Revised July 9, 2007~~
~~Revised April 25, 2016~~
