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ADMINISTRATIVE REGULATION

REGULATION NUMBER	*3-1-01*
SECTION	*Financial Management*
DATE ISSUED: 07-09-90	CITY SOLICITOR
MAYOR	DIR, ADMIN & FINANCE

SUBJECT

Credit Cards for City Travel

1.0 PURPOSE:

The purpose of this Regulation is to establish guidelines for the distributing and use of credit cards for City business travel and other expenses in connection with official City business by elected and appointed City officials.

NOTE: This AIM should be read in conjunction with Training and Professional Development Expenditures AIM 3-1-02.

2.0 APPLICABLE TO:

This AIM is applicable to elected officials, department directors, bureau managers, bureau manager's assistants and other designated City officials as approved by the Mayor or City Council who travel frequently on City business.

3.0 CREDIT CARD:

The Administration and Finance Director shall select the credit card(s) to be used based upon the Purchasing Agent's recommendation, with approval by the Mayor who by law must sign the official credit card company contract.

4.0 AVAILABILITY:

Credit cards will be available upon written request to eligible individuals. Accounts will be in the employee's name. Each employee who receives a credit card is responsible for payment of any bills.

4.1 City Expenses: Employees should submit allowable City expenses through Accounts Payable procedures.

4.2 Personal Expenses: Personal expenses shall be kept separately and not paid by the City credit card whenever possible. When it does occur, the employee is personally responsible for paying that portion of the credit card bill by personal check directly to the credit card company.

5.0 PRE-APPROVAL:

Bureau Managers and their assistants must submit the Travel Request and Authorization form described in AIM 3-1-02 to Department Directors prior to travel. Department Directors must submit travel requests to the Mayor.

6.0 AFTER TRAVEL REPORTING:

The Travel Expense Report form described in AIM 3-1-02 must be completed by employees within 5

working days after returning to work. It will be reviewed by either a department director or the Mayor to ensure that only eligible expenses are paid by the City.

7.0 EFFECTIVE DATE:

This Regulation is effective on the date of issue.