City of Deer Park

Legislation Details (With Text)

File #:	RES 19-005	**Version:** 1	**Name:**	
Type:	Resolution		**Status:**	Agenda Ready
File created:	12/26/2018		**In control:**	City Council
On agenda:	1/8/2019		**Final action:**	
Title:	Consideration of and action on a resolution to update the City of Deer Park Personnel Manual, Chapter XII - Travel Authorization and Expense Policy.			
Sponsors:	Human Resources			
Indexes:				
Code sections:				
Attachments:	1. Resolution - Travel Policy (Tips) 01.08.19			

Date	Ver.	Action By	Action	Result

Consideration of and action on a resolution to update the City of Deer Park Personnel Manual, Chapter XII - Travel Authorization and Expense Policy.

Summary:

Chapter XII - Travel Authorization and Expense Policy of the City's Personnel Manual was last updated in March 2017, including the allowable amount for gratuities, which was increased from 15 percent to 18 percent. Because there are occasions, particularly for large groups of people, where a gratuity in excess of 18 percent may be considered more appropriate, the City is proposing the following revision to this policy:

Current Policy Language [Chapter XII, Section III, Subsection A (1)]

"Receipts must be provided and document the date, place, meal order detail and cost (including tip not to exceed 18%)."

Proposed Revision:

"Receipts must be provided and document the date, place, meal order detail and cost (including gratuities). Gratuities may not exceed 18% unless approved by the City Manager."

This recommended update has been reviewed with Department Directors and the City Attorney. The City's internal administrative policy related to travel within Harris and adjacent counties also includes a meal reimbursement section, and if this resolution is adopted, that administrative policy will also be updated to reflect this change.

Fiscal/Budgetary Impact:

N/A.

Approve the resolution to update the City of Deer Park Personnel Manual, Chapter XII - Travel Authorization and Expense Policy.