



City of Methuen
Office of the Mayor

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William M. Manzi, III
Mayor

BY HIS HONOR

WILLIAM M. MANZI, III
MAYOR

EXECUTIVE ORDER NO. 010-2007

Uniform Rules and Procedures

Governing Publicly Funded Travel and Training Sessions

A. General Provisions

This executive order shall apply to all offices, departments, agencies, boards and commissions, as well as officers of the City of Methuen under the authority and control of the Mayor.

B. Purpose

The purpose of this executive order is to provide all officers, agents, and employees of the City of Methuen with uniform rules and procedures governing travel and participation in training sessions paid for by the taxpayer.

C. General Principles

A City of Methuen employee's participation in publicly funded travel and training sessions whether funded by local, county, state or federal monies is subject to the following general conditions:

- 1) The employee must comply with this executive order.
- 2) The Mayor must make a determination that the travel or event serves a legitimate public purpose and that the benefit to the City of the employee's participation in the travel or event outweighs any special non-work related benefit to the employee.
- 3) Family members and friends shall not accompany City employees on work-related matters unless approved by the Mayor and paid for by the employee as outlined herein.
- 4) The employee shall receive a per diem stipend of forty dollars (\$40.00) a day for meals and expenses. No expenses in excess of the per diem rate shall be approved.

D. Approval Procedure

1) Contents of Travel Proposal

Any employee seeking travel where a part or all of the expenses are to be covered by public funds must submit a written proposal to the Mayor signed under the pains and penalties of perjury that provides, as a minimum, the following information:

- a) A statement of the purpose of travel or other event, including a detailed discussion of the anticipated benefit of the travel or event to the City and anticipated work-related benefit to the employee.
- b) A full itinerary or schedule of the travel or event, including dates of travel, places of stay, and modes of transportation.
- c) A detailed estimate of the full cost of the trip, including a breakout of anticipated expenses, specifying which expenses will be borne by the City and the employee.
- d) A list of all persons accompanying the employee, including other City employees.
- e) If applicable, a full description of the private party proposing to subsidize any part of the travel or event, including name, address, telephone number, primary business activity, and the business or other relationship between the private party and the City. This description shall further include the specific name of the private individual authorizing payment for the subject travel.
- f) A description of all activities offered, including for example, accommodations, sports or athletic events, meals, or entertainment and a statement of the employee's intent to participate in such activities. Non-training costs such as sports or athletic events will be born fully by the employee.
- g) A statement detailing arrangements to extend travel for personal purposes, if any.
- h) Copies of all hotel brochures, meeting agendas, or similar publications that support or describe the purpose of the trip or the method of travel and accommodation shall be attached to the proposal. An outline of alternative accommodations researched that are more financially accommodating to the costs.
- i) The funding source by account, which was reviewed and authorized for such use by the City Auditor.

2) Legitimate Public Purpose

The Department Head, as applicable, and the Mayor must determine that the proposed travel or event serves a legitimate public purpose that is not outweighed by any actual or apparent special benefit to the public employee or a potential private sponsor. Reasons for such determination may include that continuous training and education of public employees is necessary to improve efficiency and effectiveness of public services.

3) Approval/Disapproval or Modification by the Mayor

In considering a proposal the Mayor shall balance the legitimate public interest in allowing such travel against the costs to which the taxpayer is subjected. In making such determination, the Mayor shall consider:

- a) Each of the items listed above;
- b) The accepted practices for such travel; and
- c) The extent to which such proposed expenses for travel, meals and entertainment or other activities provides an inappropriate or over extensive benefit for any employee.

Upon review, the Mayor may approve the proposal as submitted, disapprove the proposal, or modify the proposal.

E. Post-Trip Audit/Certification

Within two weeks of the employee's return to work, he/she must submit a statement of reconciliation, signed under the pains and penalties of perjury, to the Mayor and City Auditor stating whether or not the actual travel or event differed from the proposal in any significant way. This statement must include a description of any material changes. Appended to the statement shall be all receipts for expenses to which the public funds were or will be used.

F. Record Keeping

Each department and the City Auditor shall maintain a file of all travel proposals and subsequent reconciliation statements for employees of their department or agency, as approved in writing by the Department Head and the Mayor. The City Council of the City of Methuen may, at its option, require the submission to it of copies of the approved travel proposals and subsequent reconciliation statements. Further, these records shall be considered public records, subject to review by the inhabitants of the City of Methuen.

Given this 20th day of February 2007.

William M. Manzi, III
Mayor