



TRAVEL FOR CITY BUSINESS

PM-62-05

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

City of Memphis Government reimburses City Employees, who travel on official City business, for actual expenses incurred. Rules and regulations that govern travel procedures are promulgated by the Chief Administrative Officer for the City of Memphis Government and are maintained in the City of Memphis Administrative Procedures Manual located in all Divisions of City of Memphis Government.

It is incumbent upon each appointing authority to be certain that employees eligible to travel on official City business are made fully aware of all travel policy rules, regulations and procedures.

It is incumbent upon the employee, who travels on official City business, to exactly comply with all provisions of the City's travel policy.

Falsification of any documents or receipts pertaining to travel will be just cause for disciplinary action up to and including termination.