

Subject: City Payment for Travel on City Business	Number: 1-5
	Date Issued: April 1, 1999 Date Revised:
Responsible Department: Finance	Approved:

Purpose

The purpose of this policy is to avoid any actual, potential or apparent conflict of interest between the City, its employees and an independent third party that has an interest in the result of employees' travel on City business.

Policy / Procedure

It is the policy of the City of Fresno that employees who travel on City business shall do so at City expense and not at the expense of a third party. Employees, who travel on City business, including travel for the purposes of reviewing other agencies' practices, procedures or development projects, shall do so at City expense. Employees shall not travel on City business at the expense of developers, consultants, or providers of goods and services. Any exception to this policy must be approved by the City Manager.