

STATE OF GEORGIA

COUNTY OF CLAYTON

ORDINANCE NO. 2014-119

AN ORDINANCE TO AMEND THE CODE OF CLAYTON COUNTY, GEORGIA, AS AMENDED, SPECIFICALLY, CODE OF CLAYTON COUNTY, GEORGIA, PART II, CHAPTER 2 "ADMINISTRATION", ARTICLE I "IN GENERAL", BY DELETING THE EXISTING SECTION 2-6 "TRAVEL OUTSIDE COUNTY" AND SUBSTITUTING IN LIEU THEREOF A NEW SECTION 2-6 "EMPLOYEE TRAVEL"; TO REPEAL CONFLICTING LAWS, ORDINANCES, AND RESOLUTIONS; TO PROVIDE SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**NOW THEREFORE, BE IT ORDAINED BY THE CLAYTON COUNTY
BOARD OF COMMISSIONERS AND IT IS HEREBY ORDAINED**

Section 1. The Code of Clayton County, Georgia, as amended, is hereby further amended by amending Part II, Chapter 2 "Administration", Article I "In General", by deleting the existing Sec. 2-6 "Travel Outside County" and substituting in lieu thereof a new Sec. 2-6 "Employee Travel" which shall read as follows:

Sec. 2-6. Employee Travel.

- (a) All requests by employees for travel, both intrastate and interstate, where county funds will be expended shall be submitted in writing for consideration for approval by the employee's department head. All travel requests that exceed \$1,500 must be approved by the Chairman of the Board of Commissioners prior to any such travel. Upon the travel request being approved, the employee must submit the appropriate documents to the Finance Department. If using advance funds for travel, it shall be the duty of the employee making the trip, immediately upon return to the county, to certify the travel was made and to submit an itemized expense account to the Chief Financial Officer. If the itemized certified accounting of travel is not made within 30 days from the date the employee returns to work, the accounting department shall deduct from his/her salary, any advance payment made to such employee.
- (b) The Chief Financial Officer is charged with the responsibility of preparing forms necessary or incidental to accurate accounting in order that the intent of this section shall be fully satisfied.
- (c) If the county employee utilizes his or her personal automobile for approved travel, as is contemplated by this resolution, the employee may be reimbursed at the current rate for mileage reimbursement set by the State of Georgia travel policy.

(d) If any employee is found to have violated the intent and spirit of this Ordinance said employee may be subject to disciplinary action.

Section 2. All laws, ordinances and resolutions, or parts thereof, which conflict with the provisions of this Ordinance are hereby repealed.

Section 3. If this Ordinance in whole or in part is determined to be unconstitutional by any court of competent jurisdiction, such unconstitutionality shall not affect the remainder of this enactment, and such remainder shall remain in full force and effect.

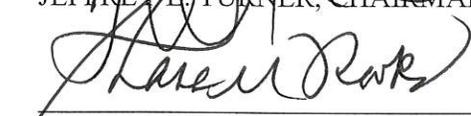
Section 4. This Ordinance shall become effective immediately upon its approval by the Board of Commissioners.

SO ORDAINED, this the 20th day of May, 2014.

CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



SHANA M. ROOKS, VICE CHAIRMAN



MICHAEL EDMONDSON, COMMISSIONER



SONNA SINGLETON, COMMISSIONER



GAIL B. HAMBRICK, COMMISSIONER

ATTEST:



SHELBY D. HAYWOOD, CLERK