



To the Mayor and Members of the City Council

November 4, 2025

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SUBJECT: MAYOR AND COUNCIL TRAINING AND TRAVEL RELATED EXPENDITURES

The purpose of this Informal Report is to provide a comprehensive summary of current and historical training and travel expenditures incurred by the Mayor and Council Members, as summarized in the accompanying table. These expenditures include costs associated with training, transportation, and limited ancillary charges related to official business conducted at least fifty (50) miles from employees' homes and offices. In response to a Council directive, the data has been analyzed and presented by district for Fiscal Years 2023 through August of Fiscal Year 2025. Fiscal Years 2024 and 2025 were released in response to a Public Information Request (PIR) on October 7, 2025. Corrections identified subsequent to the release of the PIR are reflected in the table below.

The Financial Management Services Department compiled and analyzed all relevant transactions recorded in the PeopleSoft Financial System general ledger for the requested years. This review encompassed multiple cost centers, expenditure accounts and thousands of transaction records. Purchasing card transaction receipts, archived invoices, and travel expense reports (when available) were retrieved and examined to identify all travel-related expenditures.

Travel By Council Members Summarized by Year				
	2023	2024	2025	Total
Mayor	\$ 8,214.89	\$ 3,008.56	\$ 7,244.12	\$ 18,467.57
District 2	9,117.06	6,513.27	2,145.46	17,775.79
District 3	27,737.75	31,559.72	24,788.47	84,085.94
District 4	5,375.05	-	-	5,375.05
District 5	12,637.08	10,375.36	1,405.90	24,418.34
District 6	11,940.14	4,505.85	10,484.70	26,930.69
District 7	589.84	-	-	589.84
District 8	13,512.20	8,250.75	9,230.74	30,993.69
District 9	11,181.62	8,216.82	2,687.00	22,085.44
District 10	1,733.46	5,470.55	2,229.91	9,433.92
District 11	1,815.81	13,149.07	11,869.31	26,834.19
Grand Total	\$103,854.90	\$91,049.95	\$72,085.61	\$266,990.46

After conducting the above analysis, several measures have been implemented to strengthen the management of Mayor and Council travel expenditures.

Updates to the *Travel and Non-Travel Expenditure Reimbursement Policy for Elected Officials* have clarified key definitions, responsibilities, requirements, and lines of accountability. In addition, a 10-day timeline has been established for submission and a 5-day timeline for processing reimbursement requests provided all required documentation and approvals are in place.



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Approved reimbursements will be issued through the City's standard payroll process on the next available pay cycle following final approval.

A dedicated "travel-only" purchasing card (Travel PCard) has been issued to the responsible party in the Mayor and Council Office to clearly separate travel costs from routine purchasing card transactions. Related updates have also been made to the *Procurement of Goods and Services – Purchasing Cards Policy* to add pertinent definitions and cardholder/approver duties and responsibilities for the Travel PCard.

Finally, the City Manager's Office is enhancing internal processes to ensure consistent, accurate recording and tracking of travel expenditures. Financial Management Services will support these improvements by providing training as necessary.

For questions concerning data reconciliation, please contact Reginald (Reggie) Zeno, Chief Financial Officer, by e-mail to Reginald.Zeno@fortworthtexas.gov. For questions concerning individual transactions please contact Whitney Rodriguez, Chief of Staff, by e-mail to Whitney.Rodriguez@fortworthtexas.gov.

**Jesus "Jay" Chapa
City Manager**