OFFICE OF THE MAYOR

EXECUTIVE ORDER HM 26-12

<u>**NON-ESSENTIAL TRAVEL**</u>

WHEREAS, Article IV, Section 4-101 of the Home Rule Charter of the City of New Orleans vests executive and administrative authority in the Mayor; and

WHEREAS, the Mayor is responsible for supervising executive departments, agencies, boards, and commissions subject to mayoral authority, including those administered through the Chief Administrative Officer; and

WHEREAS, the use of public funds for non-essential travel during the current financial crisis must be dramatically curtailed to restore public trust and ensure that public funds are being carefully conserved; and

WHEREAS, concurrently with this Order, the Chief Administrative Office will be promulgating revised policies relative to travel and other matters; and

WHEREAS, it serves the interest of transparency and public confidence to make explicit that the Office of the Mayor, including the Mayor, is bound by the travel regulations applicable to all public employees;

NOW THEREFORE, I, HELENA MORENO, pursuant to the authority vested in me as the Mayor of the City of New Orleans by Section 4-206(3) of the New Orleans Home Rule Charter and other applicable law, **DO HEREBY ORDER AS FOLLOWS:**

1. <u>**Effective Date.**</u> This Order shall become effective upon execution.

2. <u>**Non-essential travel and the Office of the Mayor.**</u> It is hereby expressly ordered that the provisions of CAO Policy Memorandum No. 9(R) – Travel for Essential Business shall apply to officials within the Office of the Mayor, including the Mayor and Deputy Mayor. This Order shall not be construed to imply a limit on the applicability of other CAO policies to the Office of the Mayor or to limit the applicability of any existing CAO policy.

3.   **Duration.** This Order shall remain effective until amended, rescinded, or terminated in accordance with applicable law.

        WITNESS MY HAND AND SEAL THIS 12TH DAY OF JANUARY, 2026 AT NEW ORLEANS, LOUISIANA.

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Helena Moreno
Mayor
City of New Orleans