



CITY OF POWELL

PERSONNEL MANUAL SUMMARY OF POLICIES

Adopted June 16, 2015
(Revised January 19, 2016)

SECTION 3: WORKPLACE RULES

A. Reimbursement for Business Expenses Incurred

City employees may receive reimbursement for ordinary, necessary, and reasonable expenses and gratuities incurred while traveling on official City business. Such travel, however, must have been previously authorized and approved by the City Manager. Such expenses may include: mileage reimbursement at a certain amount per mile when required to use your personal vehicle for non-commuting travel, parking costs and highway tolls, meals and overnight lodging. Itemized receipts for reimbursable expenses must be submitted to the City. If approved by the City Manager, reimbursement for business expenses incurred may include:

Program Registration. One hundred percent (100%) for full-time employees taking program or training sessions directly related to their City position. The request shall include a description of the program or training.

Lodging. One hundred percent (100%) City paid for actual cost of government rate, single occupancy room, plus reasonable gratuities.

Transportation. One hundred percent (100%) City paid for airfare, but in no case greater than coach class. If vehicle rental is authorized, one hundred percent (100%) City paid, but in no case greater than economical size vehicle when available. If personal vehicle is authorized for out-of-state travel, the City pays at a rate to be determined by City Manager. If personal vehicle is authorized for in-state travel, the City pays at the current IRS prevailing rate.

The City prohibits an employee to utilize a specific airline frequent flyer accumulation card (and/or using the flight to obtain any other personal benefits) while on City business.

1. Meals. Meals included as part of the program fee shall be paid at one hundred percent (100%) by the City regardless of the training or conference's location.

The costs of meals and/or refreshments for non-routine work sessions shall be paid for by the City. Such work session meals and/or refreshments shall be previously authorized by the City Manager. See the City Manager for any requests to purchase meals and/or refreshments for routine work sessions.

For training or conferences that require overnight stays, the City will pay up to fifty-six dollars (\$56.00) per day for meals and gratuities. The following are

the maximum amounts that may be deducted from the fifty-six dollars (\$56.00) per day availability if meals were included as part of the program fee: nine dollars (\$9.00) for breakfast, thirteen dollars (\$13.00) for lunch and twenty-nine dollars (\$29.00) for dinner.

For training outside the City that do not require overnight stays, the City will pay a ~~twelve~~-thirteen dollars (\$13.00) per diem; if all the following is valid: (a) the training program did not include a meal, (2) the training lasts five (5) hours or longer without drive-time to and from the training, (3) the training is mandatory (for Police) or required to maintain a license. The meal receipt needs to be signed by the supervisor that designates the per diem requirements are met.

2. Other travel expenses. Ordinary and necessary business expenses will be reimbursed. Examples are: parking at airport, taxis, and shuttle buses.
3. Receipts. Itemized receipts are required for all business expenses incurred. The City will reimburse up to five dollars (\$5.00) for a missing business expense receipt with explanation as to why the receipt is missing. Improper or continued use of the missing business receipt exception may result in disciplinary action being brought against the employee.
4. Gratuities. When the cost of the service includes a built-in gratuity the City will pay one hundred percent (100%) (e.g. restaurants where the number of participants at the table is over eight). The City will not reimburse for any additional gratuity over the built-in gratuity.

The City recommends utilizing 15% of the cost as the rule-of-thumb for giving gratuities.

The City will not reimburse employees for transportation between an employee's home and work, personal expenses incurred while traveling, payment of traffic fines or penalties incurred. Please consult the City Manager for further details.

B. Use of City Vehicles

Except for certain designated management employees, City vehicles shall solely be used for official City business. Employees, as representatives of the City, are expected to be courteous to the public, use reasonable care while driving, and must obey all traffic laws. Use of cellular phones while operating a City-owned motor vehicle is prohibited. Any traffic citation issued, parking or moving, shall be the responsibility of the driver.