

## **CITY OF GLADSTONE EXPENSE REIMBURSEMENT POLICY**

The Gladstone City Commission hereby recognizes that public officials and employees of the City of Gladstone may, from time to time, in the course of their duties, attend meetings and functions for the benefit of all of the citizens of the City. The City Commission, by way of this policy statement, intends to set forth the conditions under which a public official or an employee of the City may be reimbursed for legitimate expenses incurred and arising out of City employment for duties beneficial to the citizenry at large.

Generally, the following types of expenses shall be considered as a proper charge against public funds by officials or employees of the City when on City business: transportation charges, lodging, meals, reasonable gratuities (15%), baggage handling, and other attendant expenses. **UNDER NO CIRCUMSTANCES WILL EXPENSES OF A PERSONAL NATURE BE INCLUDED IN A CHARGE AGAINST PUBLIC FUNDS.**

It is the intention of the Gladstone City Commission to establish the following policy for specific items eligible for reimbursement. The City Manager shall have sole and complete authority to authorize officials and employees to complete vouchers for expenses incurred in the conduct of City business.

1. **Reimbursement for Use of Personal Car:**

A. City officials and employees who use their own personal vehicle for official City business conducted outside the City shall be reimbursed at the current IRS rate per mile. If a city-owned vehicle is available, then the official or employee shall not be reimbursed for an amount greater than the cost of operation of the city-owned vehicle.

B. The City Treasurer and or Clerk is hereby authorized to provide reimbursement to all officials and employees of the City who regularly use their personal vehicle in the conduct of City business. Said reimbursement shall only be paid when a City vehicle is not available.

2. **Reimbursement for Meals:**

A. When attending to City business, officials and employees will be compensated for meals based on the actual cost of said meals.

B. A "meal" allowance schedule (allowance includes gratuity) is hereby established for the three regular meals in a day:

Breakfast	\$8.50
Lunch	\$12.00
Dinner	\$25.25

Claims for meal expenses that are below the rates listed above will not require a

receipt for the meal. Any claims for an amount greater than the above listed will require a receipt and turned into the City Treasurer or Clerk.

3. **Reimbursement for Lodging:**

When attending to City business out of the City, the cost of lodging shall be a reimbursable expense. A receipt to said lodging must be submitted with the expense voucher.

4. **Reimbursement for Gratuities:**

It is recognized that gratuities are a necessary expense of doing business. Reimbursement shall be granted for gratuities but in no case shall a gratuity exceed fifteen (15%) percent of a valid charge.

5. **Out-of-State Travel:**

The City Manager shall be authorized to grant permission for out-of-state trips and conferences for all City employees. The City Commission shall give their own authorization for trips outside the state.

6. **Advance of Funds:**

Advances of funds to officials and employees is authorized. The City Manager, or his authorized agent, may grant authorization for obtaining advance funds. Any advance funds remaining upon the completion of a conference or trip, must be turned in to the Treasurer's office at the earliest possible time after the date of return.

7. **Payment by Credit Card:**

When an official or City employee pays expenses by personal credit card, bills or invoices supporting such payment must be included with the expense voucher.

8. **Husband and Wives:**

Expenses of husbands and wives of City officials and employees who attend conferences or conventions out of the City shall not be paid from public funds, except that reasonable travel, lodging, and meal expenses may be absorbed by the City of the wife or husband of the Mayor, Commissioners or City Manager, for the Mayor's exchange program or a State, National, International conference in which the wives and/or husbands of these officials would be expected to attend, as approved by the City Commission.

9. **General Policy:**

A. No official or employee shall be reimbursed for travel from his (her) home to their place of regular employment.

B. There shall not be reimbursement made to any person for "miscellaneous expenses" which may be listed on an expense voucher. If the expense is reimbursable, it must be listed.

C. The reimbursement for use of taxis or other forms of public transportation

shall be limited to trips necessary for the conduct of official City business.

D. This City Commission urges all City officials and employees to use public transportation when available and when it will not interfere in the conduct of official City business.

E. In order to properly conduct City business, it is necessary, from time to time, for City Commissioners to absent themselves from the City due to official City business, they shall receive a per diem of \$80.00 per day from the City.

F. When the Mayor performs a wedding in the City of Gladstone on behalf of his position he shall be reimbursed \$35.00 for such services.

This policy shall be in full force and effect immediately upon adoption by the City Commission.

Adopted: 02-27-2006

Revised: 03-18-2015