

**CITY OF GUSTAVUS ALASKA
RESOLUTION CY26-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS REVISING POLICY AND
PROCEDURE FOR MILEAGE REIMBURSEMENT FOR CITY EMPLOYEES AND CITY
COUNCIL MEMBERS**

WHEREAS, in 2016, with CY16-13, the Gustavus City Council established policy and procedure for mileage reimbursement; and,

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary; and,

WHEREAS, the City of Gustavus recognizes that from time to time policies need to be updated or amended; and,

WHEREAS, the City of Gustavus recognizes that formal action is needed to address revisions necessary to Policy and Procedure.

NOW THEREFORE, BE IT RESOLVED that effective upon adoption, the City of Gustavus updates its Policy and Procedure for Mileage Reimbursement for City Employees and City Council Members as attached:

PASSED and **APPROVED** by the Gustavus City Council this ___ day of _____, 20XX, and effective upon adoption.

Bold and Underlined items are additions. Strikeout items are deletions.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

Policy and Procedure for Policy on mileage reimbursement to City employees and Council Members for personal vehicles used during the performance of their job or City business

POLICY:

City employees and Council members may request mileage reimbursement for personal vehicles used for travel related to City or department business, **either locally or when traveling out of town.**

PROCEDURE:

Mileage logs will be maintained per IRS specification and ~~need to~~ **must** include the date, ~~start and finish odometer readings,~~ destination, purpose for the travel, and total miles driven.

Payment for mileage will be determined by the business mileage rates set forth annually by the IRS.

Mileage logs will be submitted within 10 days of the end of a calendar quarter (March 31, June 30, September 30, and December 31) to the ~~Mayor~~ **Treasurer** for review and approval.

Funds will be disbursed from the employees' or Council Member's respective department budget.

Each department budget will have a line item designated for mileage reimbursement for private vehicles used in the performance of City or department business.

The ~~City Clerk/Treasurer~~ will release the funds after ~~Mayor~~ approval **by the Mayor or designee**, and verifying that the funds are available.

Sally A. McLaughlin, Mayor

Date