

### **309 Mileage and Business Expenses**

An employee who is required to travel outside the City in relation to City business shall be reimbursed for mileage and expenses pursuant to the following rules:

- A. Mileage driven in an employee's private vehicle shall be reimbursed at the rate per mile allowed under the optional mileage rule of the Internal Revenue Code. For intrastate travel, the mileage tables used by the State of Wisconsin shall be used where applicable to determine the number of reimbursable miles.
- B. Overnight accommodation shall be reimbursed to the extent that the rates are reasonable rates charged for overnight accommodation in the locale where the accommodation is secured. The employee shall present a receipt for such expenditures as a condition of reimbursement.
- C. Meal expenses shall be reimbursed to the extent that the expenses are reasonable expenses for similar-type meals in the location where the meals are secured, plus a gratuity not to exceed fifteen percent (15%) of the cost of the meal. The employee shall present a receipt for such expenditures as a condition of reimbursement.
- D. There shall be no reimbursement for alcoholic beverages.
- E. Where an employee is attending a meeting, seminar, school, or similar gathering wherein meals or lodging are provided and paid for as part of the registration fee, there shall be no reimbursement for expenses incurred by the employee for meals or lodging secured by the employee in lieu of the furnished meals or lodging.
- F. Budgeted expenses for registration or tuition at a school, seminar or training session shall be paid by the City, provided the City Administrator has approved attendance by the employee, upon a finding that such attendance is appropriate and in the best interest of the City, or has delegated approval to department heads.
- G. The Utility Commission will pay the reasonable costs of an electric lineman's apprentice school, including tuition, books, mileage, meals, and lodging. The lineman must get Commission approval prior to registering for the school, including approval of lodging. The commission will reimburse the lineman up to thirty dollars (\$30.00) per day for meals provided the lineman provides receipts of their meals. For every year that the Commission pays for apprentice school and related expenses, the lineman agrees to remain in the commission's employ for one year after the lineman achieves journeyman status ("reimbursement period"). If the lineman leaves Commission employ, for whatever reason, prior to completing the reimbursement period, the lineman will reimburse the Commission for the entire costs of apprentice school not paid through the reimbursement period.