

**TOQUERVILLE CITY
RESOLUTION RES.2017.22**

**AMENDMENT TO SECTION XVI REIMBURSABLE EXPENSES, ARTICLE 3
TRAVEL POLICY; REGARDING TRAVEL AND TRAINING PAYMENT AND
REIMBURSEMENT**

WHEREAS, Toquerville City requires and expects employees to gain training in order to do their jobs in the City; and

WHEREAS, local training frequently requires travel outside the general 30 mile radius but within a 50 mile radius; and

WHEREAS, occasionally training requires travel outside the general 30 mile radius as outlined in the personnel policy manual; and

WHEREAS, travel time will be tracked by normal time card; and

WHEREAS, the employee should never be held responsible for costs arising from the use of a City vehicle except possibly in cases of negligence; and

WHEREAS, since the City owns a limited number of vehicles worthy of long distance travel employees are sometimes required to use personal vehicles; and

WHEREAS, it is important to cover maintenance costs not just fuel receipts for the use of an employee-owned vehicle used for Toquerville's purposes; and

WHEREAS, most registrations for hotel and training are done by credit card rather than by check; and

WHEREAS, meal expense is often a part of travel and the cost of meals has increased since the personnel policy manual was first written; and

WHEREAS, there is no need to compensate the employee with a daily per diem for meals provided by the training, but per diem should be paid on a per meal basis; and

WHEREAS, when a per diem for meals is paid in advance the employee may purchase meals as covered by the total per diem, no receipts should be required; and

WHEREAS, when a per diem is paid by reimbursement, the reimbursement will be paid either to the maximum per diem amount when the receipt is for more than the allowance, or for the amount of the receipt when it is less than the allowance.

**THEREFORE BE IT RESOLVED BY THE TOQUERVILLE CITY COUNCIL THAT
SECTION XVI REIMBURSABLE EXPENSES, ARTICLE 3 TRAVEL POLICY SHOULD BE
AMENDED AS FOLLOWS:**



SECTION XVI: REIMBURSABLE EXPENSES

3. TRAVEL POLICY.

A. All travel outside of the Toquerville limits during Toquerville work hours shall be authorized by the Mayor. **The employee or city representative shall make application for such travel exceeding a fifty (50) mile radius of Toquerville. This application shall include the reason for the trip, the name of the employee or representative making the request, the dates and location of the training, the meals to be covered by per diem, and vehicle used.**

B. Travel for legitimate Toquerville purposes in Toquerville vehicles may be authorized when the use of the vehicle does not detract from the operational needs of Toquerville. **Extended use of Toquerville vehicles for travel purposes shall be authorized by the Mayor by signature on the application approving requested travel and training.**

C. **Any cost arising from use of a Toquerville city vehicle for training shall be paid by the City including fuel and repairs, except in the incidence of negligence of the employee or city representative authorized for the use. Should negligence occur, each incident will be handled on a case by case basis.**

D. All hotel or other sleeping accommodations, and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, Toquerville shall reimburse to the employee or city representative the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee or representative has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into Toquerville by the employee or representative as a verification of attendance no matter what the form of payment.

E. Use of an employee's personal vehicle may be authorized when circumstances warrant. **Mileage to and from the training will be paid to the employee or representative prior to travel and after signed approval of a travel request.** The mileage rate will equal to the current established rate used for Internal Revenue Service travel deductions. **Travel may be paid by city credit card or gas card and will require receipts.** Receipts shall not be required for travel advancements.

F. All registration fees, etc., will be paid in advance by check or by city credit card. If this is not possible, the employee or representative will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with authorized travel.

G. A per diem allowance shall be granted for meals for Toquerville employees or representatives engaged in travel on Toquerville's behalf. No per diem shall be authorized for spouses or others traveling with the employee or representative; they travel at their own expense. The Mayor, however, may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse. Receipts shall not be required for per diem advancements.



H. **When meals are not provided by the training or travel, the employee shall be compensated by the following specific per diem allowances:**

- (1) Breakfast: **Ten dollars (\$10.00)** maximum, when departing before 7:00 a.m.
- (2) Lunch: **Ten dollars (\$10.00)** maximum.
- (3) Dinner: **Twenty dollars (\$20.00)** maximum, when returning after 7:00 p.m.
- (4) These amounts may be either **paid in advance** after submission and approval of travel request, or reimbursed after presentation of receipts. **Reimbursement shall be made either to the allowed maximum if the employee spends more than the allowed amount, or to the amount on the receipt if the meals were less than the maximum allowed amount.**

ADOPTED by the City Council of Toquerville City, Utah this 9th day of NOVEMBER, 2017 ON THE FOLLOWING VOTE:

Councilperson:	Keen Ellsworth	AYE <u>X</u>	NAE <u> </u>
	Brad Langston	AYE <u>X</u>	NAE <u> </u>
	Ty Bringhurst	AYE <u> </u>	NAE <u>X</u> Absent
	Paul Heideman	AYE <u>X</u>	NAE <u> </u>
	Mark Fahrenkamp	AYE <u>X</u>	NAE <u> </u>

By:  Date: 11-15-2017
M. Darrin LeFevre, Mayor

ATTEST:


Dana McKim, City Recorder

