

CITY OF PATASKALA

JOB-RELATED EXPENSES POLICY

Expenses which are incurred by individuals conducting authorized business on-behalf of the City which includes travel in and outside of the City will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on authorized City business, representatives of the City are expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel within or outside the City is to be authorized by the applicable department supervisor.
- B. Travel to conventions or conferences away from the City which involve overnight stay will be authorized by the department supervisor after determining it is for authorized City business.
- C. The City Administrator has the ability and authority to authorize and approve an employee's travel which exceeds the per diem rate established due to locations which may have a high cost of living.

Procedure

- A. Each form for travel or conference funds should detail the reasons for expenditures and should be related to continuing education or the employee's respective job duties. The individual shall be required to utilize and complete travel and expense reimbursement forms.
- B. Under normal conditions individuals shall provide themselves with sufficient funds of their own for ordinary expenses. The City will not reimburse individuals for non-essential items or items personal of nature.
- C. Should the employee utilize City resources for travel (i.e. credit card, advancement of monies) the employee is still required to complete City Expense Reimbursement Form and maintain itemized receipts supporting all expenses incurred.
- D. Travel should be by the most direct and economical route.
- E. All persons authorized to travel on official City business should keep a memorandum and receipts of expenditures properly chargeable to the City. The individual must maintain itemized detailed receipts and attach to the City Expense Reimbursement Form.
- F. For official travel other than by automobile, tickets may be purchased by the City in advance, upon request of the individual involved.

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- G. In all instances of travel reimbursement, full itemization of expenditures is required. Failure to provide itemization shall result in denial of the reimbursement request unless specifically approved by the City Administrator.
- H. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement will be at the current rates (as described in Section B. & D in this section) approved by the City. Requests for reimbursement will be submitted on the City Travel or Expense Reimbursement Forms as provided for that particular purpose.
- B. Travel outside the City will be reimbursed at the regular fare rate charged by the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare home and conference destination to terminal and return is allowable with itemized receipt.
- C. Lodging is authorized and all attempts shall be made by the City representative to secure the government rate when available. City employees may have individual rooms during overnight travel, when approved. Expenses incurred for telephone calls (non-business related), movies, entertainment, etc. shall be the responsibility of the individual employee during overnight City business. These expenses shall be paid prior to checkout by the employee and shall not appear on the receipt. Itemized receipts will be required for all lodging. When practicable, direct billing should be used.
- D. Meal expenses shall be reimbursed during authorized City business. Meals will be reimbursed to the employee if the departmental credit card is not used. Itemized receipts must be submitted detailing the contents of the purchase. Employees will be allowed a maximum of \$35 per day for all meals. Any amounts in excess shall be the responsibility of the employee. The employee must be at least 60 miles from the Municipal Building for the entire business day and also provide itemized receipts in order to receive the full meal allotment.

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- E. The City will not reimburse for items not considered a proper public purpose as defined by the Ohio Revised Code. Such items include alcohol, tobacco, or items personal in nature. Sales tax will be reimbursed if incurred for travel in surrounding Cities or States. However, sales tax will not be reimbursed for any other items. In addition, the City will reimburse for tips or gratuities which will be included in the total per diem amount of \$35 as described in Section C. Gratuities shall not exceed 15% of the total meal cost.

- F. Any reward points, frequent flyer miles, or gifts earned from purchases or expenditures in which the employee submits such itemized receipts for reimbursement shall be submitted to the City Finance Department for future City use. It is the responsibility of the employee to identify and communicate any such items to the department supervisor and Finance Department.