

**AN ORDINANCE AMENDING THE CITY’S EMPLOYEE PERSONNEL MANUAL REGARDING PER-DIEM RATES FOR REIMBURSEMENT OF TRAVEL EXPENSES INCURRED WHILE CONDUCTING CITY OF WAYNESVILLE BUSINESS; FIXING AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Waynesville acknowledges that from time to time, employees may be required to pay for certain travel expenses while conducting business or participating in required training for the City of Waynesville; and

**WHEREAS**, the City Council recognizes the increase in these costs and wishes to amend the Travel Policy to better reflect today’s rates of reimbursement.

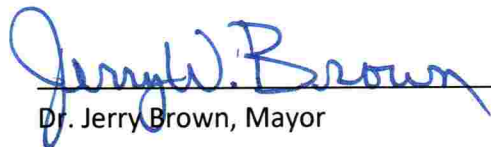
**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAYNESVILLE, MISSOURI AS FOLLOWS:**

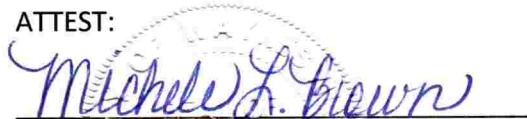
**SECTION 1.** That the City’s Employee Personnel Manual, regarding Travel Authorization and Reimbursement, is hereby amended according to “Exhibit A” attached to and incorporated within this Ordinance, is hereby approved.

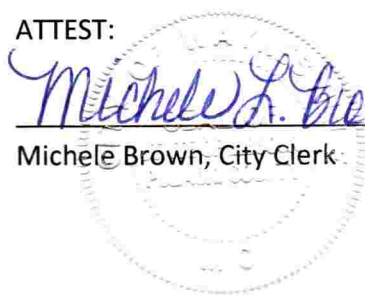
**SECTION 2.** The City Administrator or designee is authorized to implement this ordinance and develop any supplemental policies and procedures, as needed.

**SECTION 3.** That this ordinance shall take full force and effect upon its passage.

**PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS 16<sup>th</sup> DAY OF SEPTEMBER, 2021.**

  
\_\_\_\_\_  
Dr. Jerry Brown, Mayor

ATTEST:  
  
\_\_\_\_\_  
Michele Brown, City Clerk



## EXHIBIT A

### City of Waynesville Personnel Manual – Compensation Plan

#### Travel Authorization and Reimbursement

The purpose of this policy is to authorize the reimbursement of expenses incurred in connection with the performance of official City business and the use of purchase/credit cards for travel purposes. The City Administrator shall implement administrative policies and procedures to carry out the provisions of this chapter.

##### a. Advance Authorization to Travel

1. Travel by City officials, City Council and employees shall be specifically provided for as follows:
2. The City Administrator and Department heads shall approve all overnight travel for employees of each department. The City Administrator shall approve overnight travel for all department heads. Out-of-state travel for the City Administrator shall be approved by the Mayor and/or the Finance and Human Resources Committee.
3. Travel by the Mayor and City Council, unless preapproved through the budget, shall be authorized by the Finance and Human Resources committee.
4. Requests must include the nature of the travel, method of travel, costs to the City and the budgetary authority. Use of e-mail is acceptable documentation.

##### b. Eligible Expenses

Generally, eligible expenses include travel and living costs incurred by the employee while away from the City and expenses incurred within the City necessitated by City business. In the Waynesville area, necessary expenses will be reimbursed only for an employee representing the City in his/her official capacity and in the discharge of his/her duties. Eligible expenses and the basis for payment or reimbursement will be as follows:

1. Registration. Actual cost of registration paid by the employee for any approved meeting, conference, or convention for which he/she has received approval. Employees shall attend all presentations, meetings, and training sessions if registration fees are submitted for reimbursement.
2. Transportation. Actual costs for bus travel, train travel, taxi (including a customary gratuity), car rentals, parking fees, and air travel are eligible, if not paid for by the City. Employees using a personal vehicle to travel on City business will be reimbursed according to the current mileage rate established by the Internal Revenue Service. Payment shall not exceed economy class airfare (government rate or Internet rate) to

and from the same destination for employees traveling to out-of-town destinations on City business using a personal vehicle.

3. Meals, Lodging & Incidentals. The City will pay a daily per diem rate to employees who are traveling out-of-town on City business. This rate will be based on the current Per Diem Rates of the U.S. General Services Administration and will be location-specific. Current Per Diem Rates can be accessed via the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
4. Employees will be required to submit itemized receipts with the proper form in order to receive reimbursement. ***No reimbursement costs will be approved without the proper documentation and receipts.***

The separate amounts for breakfast, lunch and dinner listed in the GSA M&IE Breakdown Chart online are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the City (such as through a registration fee for a conference or for training), you will need to deduct those meals from your voucher.

**c. Ineligible Expenses**

None of the following expenses shall be paid by the City:

1. Travel paid for by any other organization
2. Alcoholic beverages
3. Meals or lodging accommodations for family or guest
4. Tour bus fees for sightseeing tours
5. Mileage if traveling as a passenger in a privately-owned car
6. Personal hygiene items
7. Any other personal expenses for entertainment or other purposes

**d. Use of Credit cards**

Credit cards will be made available to officials and employees for the purpose of covering all eligible travel expenses except meals, which will be handled on a reimbursement basis. Employees shall be restricted from use of their own personal credit cards, except in such cases when the employee has not been issued or does not have access to a City credit card in order to secure lodging or pay for fuel. Disallowed charges or charges not properly identified will be paid by the employee before the charge card billing is due.

**e. Documentation and Reimbursement**

A report of overnight travel will be documented and submitted to the City Clerk on an Employee Claim for Expenses form within fifteen (15) days of return from travel. The claim will contain a complete report of all travel costs, to included itemized receipts of expenses incurred through use of a credit card or by reimbursement to the employee. Requests for reimbursement for other eligible expenses shall be submitted on an Employee Claim for Expenses no less than monthly. Claims will not be authorized without the proper documentation and receipts.

**f. Right of Prior Lien**

Failure to pay any disallowed credit card charges or settle any advances within the time frame prescribed will render the employee personally liable for the unpaid amount plus interest at the rate charged by the bank that issued the credit/purchase card or ten (10) percent, whichever is applicable. The City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee in the amount due, plus interest.

**g. Administration**

The City Administrator is authorized to establish policy and procedure to administer this program. In extenuating circumstances, the City Administrator can authorize exceptions to this policy, especially when traveling to areas of a high cost of living or for special occasions and events.