

05-19

**RESOLUTION TO AMEND CITY OF SKY VALLEY'S PERSONNEL POLICY  
RELATING TO TRAVEL AND FOR OTHER PURPOSES**

Whereas, the City of Sky Valley wishes to amend its personnel policy to adopt a new travel policy;

THEREFORE, be it hereby resolved by the City Council of the City of Sky Valley the following:

1.

The City Council of the City of Sky Valley does hereby amend its personnel policy to adopt a new travel policy, copy of said policy attached hereto and designated as Exhibit "A".

BE IT HEREBY RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Approved:

\_\_\_\_\_  
Steve Brett, Mayor

\_\_\_\_\_  
Carolyn Burgess, Council President

\_\_\_\_\_  
David Carr, Councilor

\_\_\_\_\_  
D. Starr Raye, Councilor

\_\_\_\_\_  
Delano Moore, Councilor

\_\_\_\_\_  
Ray Becker, Councilor

Attest:

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Linda Wells, City Clerk

Read and adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

## EXHIBIT "A" – TRAVEL POLICY

Policy statement: The City of Sky Valley will bear the cost of all reasonable and authorized expenses incurred by employees while traveling out of the City or within the City while conducting official business.

Application: All City Employees and Officials

Responsibilities:

(1) Authorization - All out of town City travel at the expense of the City, including conference registration fees, must be approved by the Department Head and City Manager prior to the time such expenses are incurred. The Mayor must approve all out of town City travel and expenses of the City Manager.

(2) Expenses - The following list of expense classification is for information and guidance of employees in determining expenses which are appropriate when traveling on City business. The list is intended as a guide and is not necessarily inclusive. Discretion is allowed. The City Manager may approve other travel expenses in order to provide for unusual circumstances.

It is expected that good judgment and property regard for economy be shown in the matter of travel expense.

(a) Transportation: Tourist class airplane passage will be considered for out-of-state travel. City vehicles, rather than personal vehicles, are to be used for out-of-city trips. Business related cab fare, shuttle service, or public transportation fees will be reimbursed. The expense of gas and other routine supplies will be reimbursed. Receipts for such payment must be furnished in order for reimbursement. Use of personal cars for out-of-city trips may be approved by the City Manager when the use of a city vehicle is not available or is not practical. When this mode of travel is approved, the annual IRS approved mileage reimbursement rate will be allowed.

(b) Lodging: Actual reasonable expense for lodging will be reimbursed based on paid receipts. Lodging will be paid in advance by the City when possible to assure tax exemption and government rates. Lodging costs shall not include personal phone calls, movies, or room service.

(c) Per diem: All traveling employees and city officials will be entitled to a per diem of \$50.00 for each night which involves an overnight stay away from the City and \$30.00 for the return day's trip. No accounting shall be required. The per diem shall cover meals, tips, and all other incidental expenses.

(d) Telephone: Charges will be allowed for official calls only.

(e) Parking: Charges incurred during time of travel will be reimbursed when accompanied by a receipt.

(f) Registration fees: Fees charged for registration at any convention, seminar, school, and other official business are allowable. Registration fees, when possible, should be paid in advance.

(3) Advance and Reimbursement:

(a) Cash advance: A cash advance can be obtained when, in the opinion of the City Manager, it would work an unnecessary hardship on the person traveling to pay total expenses and be reimbursed.

(b) Reimbursements: Reimbursements may be made once the travel event has been completed and the appropriate travel expense form has been fully completed and approved by the City Manager. All travel expense reimbursement requests shall be submitted to the City Manager within ten days after a trip is completed.

(4) Local Expenses: Expenses incurred in the City will be handled by reimbursement. Receipts should be submitted and approved by the Department Head through the purchase order process. Once the request for payment has been submitted and approved, they will be placed in line for payment.

(5) Deviations: The City Manager is authorized to permit deviations in such cases as strict interpretation hereof would work an undue hardship on a representative of the City attending a conference on behalf of the City.