

**ORDINANCE #21-002 "AN ORDINANCE TO ALLOW TRAVEL AND EXPENSE RE-  
IMBURSEMENT TO THE MAYOR AND COUNCIL MEMBERS "**

When traveling outside Marion County, the Mayor and Councilmembers shall receive payment for actual expenses incurred in the performance of their official duties. Reimbursement of such expenses will be regulated in the following manner:

**Transportation**

Transportation may be accomplished by either common carrier or private carrier and in no instance will allowance for such travel exceed the cost of Common Air Carrier, Coach Fare. Upon proper authorization, Officials utilizing their personally owned vehicles will be paid, per mile, at the rate as established by the Internal Revenue Service. Such allowance will not exceed the cost of Common Air carrier, Coach Fare. Employees will be properly reimbursed upon proper receipt for all bridge, road, ferry and parking tolls. Receipts for taxis are not required; however taxi expenses must be itemized.

**Mileage Reimbursement**

The Mayor and Council Members who use their personal vehicles in the performance of their duties will be reimbursed for actual business mileage at the current established Internal Revenue Service rate. No reimbursement will be made for travel destinations inside the city limits. Those using their privately owned vehicles are responsible for carrying appropriate insurance coverage. The City is not responsible for any damage incurred by the Mayor or Council Member when using their privately owned vehicle.

**Subsistence**

Subsistence for work outside of Marion County may be reimbursed under applicable conditions. Reimbursement for meals shall not to exceed the allowable expense rate as established by the Internal Revenue Service for the area where such expense is incurred. No reimbursement will be made for entertainment or alcoholic beverages unless such expenses are included in the conference registration fee and cannot be separated.

When lodging is required for official travel, Employees are expected to utilize standard, medium priced hotels and motels whenever possible. If an elected official is to attend a formal, organized meeting or convention, he or she may stay at the hotel or motel where the meeting is being held. Parking expenses (self park and valet) may be reimbursed but other expenses charged to the hotel, such as in-room movies and laundry services, will not be reimbursed.

Receipts for all expenses must be presented within thirty (30) days of return from the trip and be included on the City's expense form to be eligible for reimbursement.

Elected Officials will be reimbursed for all registration fees if not prepaid by the City.

**Advance Travel Expenses**

Expenses for lodging and conference registration may be paid by the City in advance when reservations are made. All other expenses, including mileage and meals, will be reimbursed after the supporting vouchers and receipts have been submitted to the City Clerk and approved by the City Administrator.

**Mayor & City Council Members**

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1<sup>st</sup> Reading:        January 12, 2021  
Final Reading:     February 9, 2021

ATTEST:

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Felicia J. Sawyer, City Clerk

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Robert H. Corley, City Attorney