

CITY OF ALPENA

CITY COUNCIL POLICY STATEMENT

General Subject: Official Expenses	Policy No. _____
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Specific Subject: Expense Reimbursements for Officials and Employees	Date Issued: <u>December 2, 1985</u>
	Effective Date: <u>December 3, 1985</u>

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Copies to: City Council Members, City Manager, City Attorney, Department Heads, File

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PURPOSE:

To clarify acceptable expenses that may be incurred by City Officials which are eligible for payment by the City; and to standardize related reimbursement and reporting practices.

STATEMENT OF POLICY:

1. Automobile: If an employee or official uses his personal car in the conduct of the business affairs of the City, he shall be reimbursed at the rate of 20 cents per mile. It is understood that the salaries of City Manager, Clerk/Treasurer/Finance Director and Assessor include an allowance for local automobile expense. For out-of-town travel, employees should make arrangements for use of a City vehicle. If a City vehicle is not available, employees may use their personal vehicles.
2. Meals: Actual cost of meals will be allowed when traveling on official business away from the City of Alpena, and also allowed in the City when in connection with official city business. Reasonable costs for beverages, with a meal, will be allowed. Receipts or a log of meals must be submitted with the expense voucher. Meals and beverages for an employee's spouse must be deducted on the expense voucher unless the spouse's attendance at the meeting is for the benefit of the City.
3. Lodging: Actual lodging expense will be allowed. Receipts must be submitted with expense voucher. If an employee's spouse attends an out-of-town meeting, the additional lodging expense for the spouse must be deducted on the expense voucher, unless the spouse's attendance is for the benefit of the City.
4. Miscellaneous: Registration fees, taxi, airline charges, gratuities, parking fees, etc. will be allowed if necessary in conduct of official business. Receipts or a log of miscellaneous expenses must be submitted with the expense voucher.

Officials and employees can request a travel advance from the City Clerk to cover reasonable, anticipated travel expenses.

An itemized and documented expense voucher must be prepared and submitted to the City Clerk, on forms provided by the City Clerk, within 30 days after such official expense is incurred.

Members of the Municipal Council must receive authorization in advance from the Municipal Council for out-of-town travel.

Employees and Administrative Officials must receive authorization in advance from the City Manager for out-of-town travel.

Expenses may be paid for official guests of the City on such occasions as Mayor's Exchange Day, the Annual Appreciation Banquet, dinner meetings, etc. Expenses may also be paid for promotional events and purposes.