

RESOLUTION #251

A RESOLUTION AMENDING RESOLUTION #183 PERSONNEL MANUAL  
SETTING FORTH POLICIES, RULES AND REGULATIONS CONCERNING THE  
TOWN PERSONNEL

WHEREAS, it has been deemed necessary to update the current manual which provides guidance in personnel matters and,

WHEREAS, it has been deemed necessary to update the Travel and Other Expenses section of the personnel manual to the Mayor approving all travel away from the Town.

E. Travel and Other Expenses

Travel Away From the Town. All **reimbursed** travel away from the Town must be approved by the ~~Town Council~~ **Mayor**. Employees may travel by common carrier, Town vehicles, or personal vehicles. Town vehicles must be used whenever possible and pooling of travel is to be used whenever possible.

Travel Expense Reimbursement. Town employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Town, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages.

Requests for reimbursement shall be submitted on an expense report form signed by the employee and the supervisor. Approved expenses are reimbursed through the normal accounts payable process. Receipts or other evidence of payment are required for the reimbursement of the following expense: airfare (ticket stub); lodging (itemized statement); meals; professional association dues or licenses; all charges made directly to the Town; and all other individual expenses of \$5 or more.

Rates for travel reimbursement, meals, lodging and other travel expenses are to be limited as follows:

- a. If private automobiles are used, mileage will be reimbursed at the current Federal mileage rate where transportation is not directly provided by the Town.
- b. Employees will be reimbursed for the actual costs of meals, lodging, parking fees, bridge tolls, travel by bus, train, airplane or automobile rental or other similar expenditures, provided they are reasonable.
- c. Miscellaneous expenditures for any other purpose, not described in this policy, when necessarily incurred by the traveler in connection with the

transaction of official business will be reimbursed on a cost basis, if allowed or approved.

d. Tips for meals, taxi or baggage handling, in an amount not to exceed fifteen percent, shall be considered as reasonable and necessary costs for such service, and may be included in the cost of the meal or service received.

e. Expense reimbursement shall not include expenses paid for by others.

Direct Billings. An employee finding it necessary to travel on official business should check with the Town Clerk to find which items may be billed directly to the Town. Other travel expenses should be paid by the employee and submitted for reimbursement on the employee's expense report.

All previous policies shall be considered repealed.

Adopted by the Wilbur Town Council this 15<sup>th</sup> day of May 2002.

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Donald G. Reid, Mayor

ATTEST:

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Carla J. Shirley, Clerk/Treasurer

APPROVED AS TO FORM:

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Cynthia E. McMullen, Town Attorney