

ORDINANCE # O-91-2014

**AN ORDINANCE ESTABLISHING A TRAVEL POLICY FOR THE
VILLAGE OF BOLIVAR, OHIO**

SECTION 1: TRAVEL EXPENSES WHILE ON VILLAGE BUSINESS

WHEREAS, it is the policy of the Village of Bolivar, Ohio to reimburse employees and/or public officials for any reasonable and necessary expenditure's made while on official village business outside of the Village. Mileage, meals, parking fees, shuttles or taxis and registration fees will be reimbursed for both single day travel and overnight travel. Lodging will only be reimbursed for overnight travel; and

WHEREAS, mileage will be reimbursed at a rate per mile equal to the allowable IRS rate, with all other allowable expenses on an actual cost basis. Claims for reimbursement other than mileage shall be accompanied by invoices and/or receipts showing proof of payment of such claims. Claims for reimbursement must be submitted to the Village Clerk-Treasurer. Only travel that is pre-approved by the Council will be eligible for reimbursements.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE VILLAGE OF BOLIVAR, OHIO AS FOLLOWS:**

SECTION 2: OVERNIGHT TRAVEL:

Lodging – Hotel expenses will be reimbursed upon completion of authorized travel and submission of proper claim with receipts. A reasonable class of accommodation shall be selected where choice is available.

SECTION 3: MEALS:

Meal reimbursements for all trips are to be itemized with receipts showing proof of payment. Reimbursement for meals shall not exceed \$36.00 per day for three (3) meals. These maximums are not cumulative from day to day. The employee and/or public official shall not be reimbursed in excess of this amount regardless of whether or not reimbursement is requested for each meal to which the employee/public official is entitled.

SECTION 4: MILEAGE ALLOWANCE

Employees/public officials utilizing their own vehicle will be reimbursed at the IRS allowable rate per mile. Each employee who drives a personal vehicle on Village business must have liability insurance on said vehicle. No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination. If an employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

SECTION 5: PARKING

Parking fees shall be reimbursed at cost when itemized on the trip with a receipt showing proof of payment

SECTION 6: SHUTTLES AND TAXI'S

Shuttle and/or taxi fees shall be reimbursed, if it is the most cost effective method of travel and when accompanied by a receipt showing proof of payment.

SECTION 7: NON-ALLOWABLE EXPENSES

The following expenses are not reimbursable:

- 1) Laundry, dry cleaning or valet services (unless traveling alone and valet services are the safest method of parking)
- 2) Tobacco products
- 3) Alcoholic beverages
- 4) Entertainment
- 5) First class travel accommodations when economy or coach is available
- 6) Meals and lodging in lieu of other meals and/or lodging, the expenses of which are included in the registration fee
- 7) Fines, forfeitures or penalties
- 8) Rental vehicles except as pre-approved by Council
- 9) Expenses of a spouse or other non-employee
- 10) Loss or damage to personal property
- 11) Barber, beauty parlor, spa, shoe shine or toiletries
- 12) Personal telephone calls charged to hotel
- 13) Personal postage

SECTION 8: This ordinance is hereby declared to be an emergency measure necessary to the health, safety and welfare of the citizens of the Village of Bolivar, Ohio, in order to protect the Village's financial resources, and therefore this ordinance shall take effect and be in force immediately upon its passage and approval.

PASSED by Ordinance this ____ day of _____, 2014

Rebecca S. Hubble, Mayor

ATTEST:

Maria A. App, Clerk/Treasurer