

CITY OF MARCELINE, MISSOURI

BILL NO. 24-01-002

ORDINANCE NO. 24-01.02

**AN ORDINANCE AMENDING SECTION 503: TRAVEL / TRAINING UNDER CHAPTER 5 COMPENSATION OF THE MARCELINE PERSONNEL POLICY MANUAL.**

**BE IT ORDAINED** by the Council of the City of Marceline, Missouri as follows:

Section 1. Section 503: Travel / Training Time under Chapter 5 Compensation of the Marceline Personnel Policy Manual is amended in part as follows:

**Section 503: Travel / Training Time / Travel Expenses**

*3. Travel Expense Guidelines*

- a. All travel must be approved by the Department Supervisor and/or City Manager. All overnight travel must be approved in advance by the City Manager.
- b. All employees and Council members authorized to travel to attend a conference, seminar, or school and pertains to City business, shall be reimbursed for actual transportation fare to and from the travel destination, actual room cost for overnight lodging, taxi fares, tips, and other travel-related expenses upon proper presentation of appropriate itemized receipts on a City Travel Expense Report. All efforts shall be made to keep travel expenses to a minimum.
- c. Use of private vehicle for City travel away from the City must have the Department Head's approval. The reimbursement of use of private vehicle shall be at the current IRS standard mileage rate. It is the employee's responsibility to insure against damage to their automobile and legal liability in such form and amount as they deem adequate. When more than one (1) person travels in the same automobile, only the owner of the vehicle shall be allowed mileage.
- d. For lodging expenses, a receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses.
- e. Reasonable and necessary amounts are allowed for meal expenses, not to exceed the U.S. General Services Administration rate for the area of travel per day for three (3) meal, including tips which shall be the customary 15% for good service and in no way shall be more than 20% for exceptional services. Tips above the allowable amounts shall be the responsibility of the employee. Meals included in the conference fee are excluded from reimbursement. If less than 3 meals per day are subject to reimbursement, the amount (including tips) should not exceed the U.S. General Services Administration rate for that

specific meal, whether it be Breakfast, Lunch or Dinner. Itemized receipts are required for reimbursement.

- f. Reasonable incidental expenses such as taxi, parking, telephone (business purposes) etc. will also be reimbursed.
- g. Personal expenditures not related to the business nature of the trip are not reimbursable. Personal expenses such as personal insurance, alcoholic beverages, laundry and cleaning, entertainment (not part of the conference agenda), extra meals, snacks, side trips, etc. are not allowed. Costs incurred by or for a spouse or other non-employee/member accompanying an employee / Council member will not be reimbursable.
- h. Employees assigned a City Purchasing card must use the purchasing card for any lodging or transportation charges incurred while traveling on City business. The city purchasing card may not be used for personal expenditures, alcoholic beverages, per diem meals, or gasoline or tolls when mileage is being reimbursed.
- i. If an employee is in need of a travel advance, they may submit a Travel Funds Request Form to their Department Superintendent and City Manager for approval. Such requests, with the required signatures, must be submitted to the City Clerk a minimum of three (3) business days prior to travel for processing. Please note meal reimbursement rates as outlined in *Item e* apply and itemized receipts will be required to be submitted with the City Travel Expense Report and any unused portion of the advance based on the submitted receipts will need to be returned to the City.
- j. A City Travel Expense Report with itemized receipts must be completed within five (5) business days after returning from a trip whether it is an amount due the employee / Council member or for payment of the unused balance of travel advance due to the City. Where the employee received a travel advance check, it must be so noted on the expense voucher.

Section 2. The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City Council would have enacted the valid portions without the invalid one, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 3. This ordinance repeals any prior ordinance or parts of any prior ordinance that might be in conflict herewith.

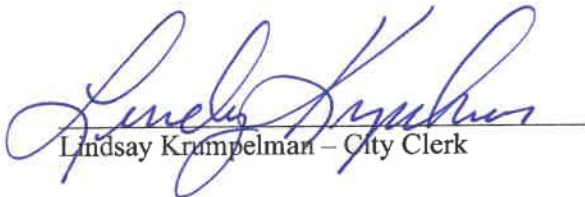
Section 4. It is the intent of the City Council that this Ordinance be made a part of the City Code and such inclusion shall have the same force and effect as if the ordinance had been included in the original code at the time of its adoption by the City Council.

Section 5. This ordinance shall be in full force and effect from and after the date of its passage.

**PASSED THIS 10th DAY OF JANUARY, 2024.**

A handwritten signature in blue ink that reads "Sallie Buck". The signature is written in a cursive style with a large initial "S".

Sallie Buck – Mayor

A handwritten signature in blue ink that reads "Lindsay Krumpelman". The signature is written in a cursive style with a large initial "L".

Lindsay Krumpelman – City Clerk