

ORDINANCE #1 OF 2022
ORDINANCE TO AMEND ADMINISTRATIVE REGULATIONS
ARTICLE IV, EXPENSES; CITY-OWNED VEHICLES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OGDENSBURG,
NEW YORK, AS FOLLOWS:

ITEM ONE:

That Article IV, Section AR-28 is hereby deleted in its entirety and replaced with the following:

A. Policy. City employees shall be reimbursed for approved travel expenses in a fair and equitable manner, and City taxpayers shall not be burdened by excessive travel expenses.

B. Procedure.

- (1) Prior to incurring any travel expense totaling over \$50, a travel request form (see Appendix A)³² shall be completed by the employee and approved by the City Manager.
- (2) An approved advance payment of the estimated total travel expense may be requisitioned and obtained from the City Comptroller no earlier than one workday prior to the first travel day.
- (3) Employees should take care to obtain receipts for all travel-related expenses. It is recognized, however, that there will be times when it will be difficult, if not impossible, to obtain receipts (e.g., some taxi trips, group meals, etc.). In such cases the expense should be explained in detail on the voucher. Under no circumstances will alcohol be reimbursed. In no event will meal expenses in excess of \$82.25 per day be reimbursed in 2022, unless included under an "American Plan." Each meal will be reimbursed based on the following schedule, with no allowance for the total \$82.25 to be used at one meal. Rates for subsequent years will be established by the City Comptroller.

Meal Reimbursement Schedule	
Meal	Allowance
Breakfast	\$11.75
Lunch	\$23.50
Dinner	\$47.00

- (4) In January of each year, the City Comptroller is hereby authorized to adjust the above-mentioned figures by the consumer price index (CPI) as of the previous October [United States Bureau of Labor Statistics-Urban Wage Earners/Clerical Workers (CPI-W), National].
- (5) Employees shall be expected to use the least expensive means of travel available, consistent with the need to minimize non-productive travel time.

- (6) A mileage allowance for the use of privately owned automobiles will be paid at the per mile rate equal to the rate used by the Internal Revenue Service. City-owned cars should be used whenever possible. The rate will be \$0.585 per mile for 2022. Rates for subsequent years will be established by the Internal Revenue Service and dictated by the City Comptroller.³³

ITEM TWO:

This ordinance shall take effect ten (10) days after publication of a notice which shall give the title and describe same in summary form.