

ORDINANCE #3 OF 2023

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)<sup>32</sup> 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. Each meal will be reimbursed based on the published Federal Travel Regulation for government travel. Rates for subsequent years will be established under the Federal Travel Regulations and dictated by the City Comptroller. The website to find the per diem rates is <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
  - (4) The travel rates are issued to coincide with the federal government's fiscal year of October – September. The City Comptroller is authorized to adjust the rates in accordance with this schedule.
  - (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. Rates for subsequent years will be established by the Internal Revenue Service and dictated by the City Comptroller.

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.