Policy for Payment Of Expenditures Related to City Business

The City of Clearwater wants to ensure public confidence and therefore is establishing this policy to ensure that expenditures incurred by Elected Officials, Appointed Officials, Employees and Volunteers of the City for the purpose representing the City and/or conducting business on behalf of the City are reasonable and necessary.

Adopted this 18th day of June, 2012

1. Policy Purpose

This policy establishes the guidelines and requirements for the reimbursement of expenses relating to attendance at authorized conferences, seminars, workshops and similar events.

2. Eligible Individuals

The following are eligible for reimbursement of actual expenses incurred in the performance of duties as an authorized representative of the City of Clearwater, when appropriate approval of those expenses has been given:

a. Members of the City Council
b. Members of Commissions, Committees, and Boards duly appointed by the City Council
c. Employees of the City
d. Members of the Clearwater Fire Department

3. Education and Training Events

The subject matter of the training or conference event must be directly job-related or relevant to the performance of the eligible individual's role with the City.

4. Authorization to Attend / Participate

Only the City Administrator, Public Works Supervisor, Fire Chief or the City Council may authorize attendance to events at City expense for City business. Any event that requires lodging or takes an individual away from their regular duties for more than one day must be approved by the City Council prior to attendance.

5. Reimbursable / Allowable Expenditures

When attendance or participation of an event has been authorized the expenditures will be either paid in advance of the event, or upon receipt of a completed expense report with the necessary receipts, as further described below:

a. Registration Fees will be paid in advance, whenever possible, by the City.

b. Employee mileage will be reimbursed at the current allowable IRS rate. Mileage will be calculated using www.mapquest.com by using the most direct route between the City of Clearwater or the employee's home and the event site, whichever is less. Except that when travel requires an employee to use the longer of the routes, due to timing of the event or location of the employee, then the actual mileage will be reimbursed. In the event that a city vehicle is utilized no mileage reimbursement will be allowed.

c. Other eligible individuals will be reimbursed at the current allowable IRS rate. Mileage will be calculated using www.mapquest.com by using the most direct route between the City of Clearwater and the event site. In the event that a city vehicle is utilized no mileage reimbursement will be allowed.

d. Employee meals that are not included in multi-day event registration fees may be reimbursed up to an amount no greater than the current allowable IRS maximum. Meal reimbursements for one-day events requiring the employee to be out of the office for 5 or more hours will be allowed only when travel covers a meal period and the event does not include a meal. When one-day events are less than 5 hours, meal reimbursements will not be allowed. Receipts for meals must be included in the expense report request. Expenses incurred by choosing to purchase meals other than those provided in the registration shall not be reimbursed. Alcoholic beverages shall not be included for reimbursement, nor will tips be reimbursed.

e. Eligible individuals will be reimbursed for meals that are not included in multi-day event registration fees up to an amount no greater than the current allowable IRS maximum. Receipts for meals must be included in the expense report request. Expenses incurred by choosing to purchase meals other than those provided in the registration shall not be reimbursed. Alcoholic beverages shall not be included for reimbursement, nor will tips be reimbursed.

f. Lodging expenses will be for a single attendee and shall be the least expensive single room rate at the location of the approved conference or the actual cost incurred, whichever is less. With pre-approval of the City Council, lodging and meal expenses for the evening before the event begins and/or the evening after the event ends may be reimbursed if same-day travel to and from the event is not practical. As a rule of thumb, if the employee or eligible person must leave before 6:00 am or will not arrive home until after 10:00 pm, the cost of lodging will be reimbursed, except when classes are held in an area that is within a 50 mile radius from the location of their residence, or work location whichever is more.

g. Incidental or other expenses, such as taxi or bus fares, parking, telephone or communication related fees that are deemed necessary must be itemized and logged on an expense report.

h. The city does not prohibit spouses or dependents from attending overnight events with the employee, however the City will only cover the cost of a single room rate, and no other costs associated with a spouse or dependent will be reimbursed.

i. Non-exempt employees will be paid to attend training or other events at their regular hourly rate of pay. Their time calculated will include travel time from the City to the location of the event, and back to the City, except when actual travel time may be less, due to the location of the event and/or the individual's residence. When the events include staying overnight, payroll will be calculated based on the employee's regularly scheduled work day, unless additional hours are preapproved due to varying circumstances such as a part time employee attending an event lasting longer than their regular scheduled work day.

6. Validation of Claims

a. All claimants submitting a personal reimbursement expense report must complete the form and sign were appropriate verifying that the submittal of the claim(s) are actual costs incurred by them in the performance of duties as an employee or eligible individual of the City of Clearwater.

b. If it is determined that a claimant submitted a false claim for an expense, it will be denied. If it is determined to be false after a reimbursement has been made the claimant shall repay the City of Clearwater the exact amount that was falsified and will be subject to the appropriate disciplinary action.

c. In the event that a receipt has been lost or misplaced, the City Administrator may, at their discretion, consider a claim in which substantial cause is shown in a statement from the claimant detailing the facts and itemizing the expenditure.

7. Failure to Attend

In the event that an employee or eligible individual chooses not to attend an event and pre-payment of expenses has occurred the employee or individual will be responsible for reimbursing the City for those expenditures. In the event that the reason for non-attendance is due to an emergency situation it shall be at the discretion of the City Administrator, as to whether or not the expenditures will require reimbursement.