

1/27/83

RESOLUTION NO 2797

A Resolution Setting Forth 'Travel Policies'  
For Elected and Appointed Officials and City Staff

WHEREAS the City finds it necessary from time to time to require councilmen, commissioners, City staff and volunteers to conduct business which involves the use of their own personal vehicles; and,

WHEREAS the City finds it necessary from time to time to require councilmen, commissioners, City staff and volunteers to go to meetings requiring overnight stays away from home;

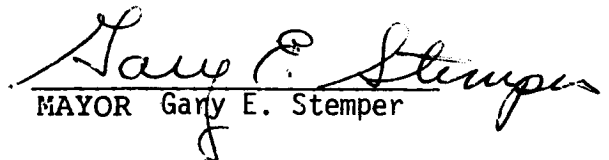
NOW THEREFORE, BE IT RESOLVED, that reimbursement of costs incurred for transportation and travel be limited to and paid in accordance with 'The Travel Policies for the City of El Paso de Robles'. 'The Travel Policies for the City of El Paso de Robles' is attached and is an integral part of this resolution.

PASSED and Adopted this 1st Day of February, 1983 by the following roll call vote:

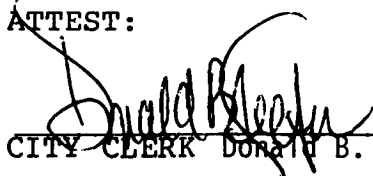
AYES: Councilmen Monroe, Ovitt, Parish, Thorndyke and Stemper

NOES: None

ABSENT: None

  
MAYOR Gary E. Stemper

ATTEST:

  
CITY CLERK Donald B. Keefer

1/25/83

THE TRAVEL POLICIES FOR THE  
CITY OF EL PASO DE ROBLES

I. To be reimbursed by the City, the expense must be incurred in pursuit of City business and there must be a direct connection between expenditures and carrying on of City business. Such expenses may include, among others, the following:

1. Transportation
2. Meals
3. Lodging
4. Tips and Fees
5. Communications:
  - a. Telephone
  - b. Telegram
  - c. Radiograms
  - d. Postage

II. The Travel Expense Form must be filled out, signed and returned after the termination of travel. You must attach all source documents which corroborate the expenses listed. An 'incentive' advance for the purpose of convincing staff to take a trip for City business is not an acceptable cost.

III. Any difference over \$5.00 between advances given by the City and corroborated expenses will be paid to the employee or must be paid back to the City depending upon the result.

IV. The mileage reimbursement rate for the City is 20¢ per mile. This rate is intended to cover the following:

1. Fuel costs
2. Normal wear on your vehicle
3. Appropriate insurance:
  - a. \$100,000 injury plus
  - b. \$300,000 per occurrence plus
  - c. \$100,000 property damage

Should an accident occur while driving your own vehicle while you are conducting City business, the City will pay for property damage up to \$200.00 which represents the deductible amount of the property damage insurance. Under no circumstance is the City responsible for damage to your vehicle when used for your personal use or for commuting. Any claim must be submitted to the Finance Department within a week from the time the accident occurred. All such claims will be processed thru the City's Risk Manager or his authorized representative before payment is made.