

RESOLUTION NO. 082718-1

A RESOLUTION AMENDING THE CITY'S PURCHASING POLICY ADDING SECTION 18 RELATING TO EMPLOYEE TRAVEL EXPENSES AND REIMBURSEMENTS.

Whereas, neither the City's current policies nor purchasing policy adopted by Resolution 052311-1 does not address employee travel expenses and reimbursements; and

Whereas, the City intends to update its policy to meet regulatory requirements, improve accountability, and enhance administrative efficiencies.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Abilene, Kansas that the City's Purchasing Policy be amended as follows:

SECTION 1: Section 18 shall be added to the policy to state the following:

SECTION 18-1: All travel with a City vehicle beyond Dickinson County must be pre-approved by the Department Director or City Manager. All travel requiring an overnight stay must be approved by the Department Director or City Manager. When possible, it is the intent of the City to require a City vehicle to be used for all travel. The City Manager or Department Director may grant exceptions for cause. If a personal vehicle is used for approved travel, the City will reimburse for mileage at the current IRS rate. Mileage will be calculated using the default address-to-address route suggested by Google maps at www.google.com. Additional transportation expenses including but not limited to rental cars, taxis, and mass transit when necessary are reimbursable. Mileage and expenses are payable upon return and by submitting in writing to the Finance Director a claim including the addresses used to calculate miles, the reason for the trip, the dates of travel, receipts if applicable, and verification of prior authorization.

SECTION 18-2: All approved conferences, trainings, and lodging expenses are to be pre-paid by the City when possible and coordinated through the office of the Finance Director. Employees may use personal means to pay for lodging and request reimbursement with a receipt upon return, or employees may use a City purchasing card – all other provisions of the purchasing policy apply, and any abuse will result in immediate disciplinary action. Hotel meals, entertainment, and any other auxiliary services are not reimbursable or approved purchases. Reimbursement is payable upon return by submitting in writing to the Finance Director a claim including receipt for lodging, the reason for the trip, the dates of travel, and verification of prior authorization.

SECTION 18-3: Employees will receive \$45 per day, including travel days, to assist with meal and incidental expenses only for travel that includes an over-night stay. The per diem is payable upon return by submitting in writing to the Finance Director a claim including receipt for lodging, the reason for the trip, the dates of travel, and verification of prior authorization – no receipts for meals or incidentals

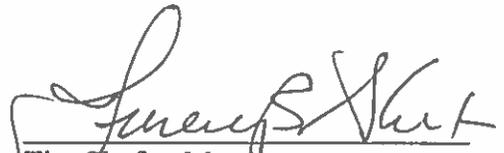
are required. Meal expenses incurred while traveling within one day are the responsibility of the employee.

Section 2: Repeal. All other policies in conflict with this are hereby repealed.

Section 3: Effective Date. This Resolution shall be in full force and effect after its adoption on August 27, 2018.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 27th day of August, 2018.




Tim Shafer, Mayor


Penny Soukup, CMC
City Clerk