

TITLE 4**MUNICIPAL PERSONNEL****CHAPTER**

1. SOCIAL SECURITY.
2. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1**SOCIAL SECURITY****SECTION**

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Exclusions.

4-101. Policy and purpose as to coverage. It is the purpose of the Town of Pleasant View to extend as of the date hereinafter set forth to employees and officials thereof, not excluded by law or this chapter whether employed in connection with a governmental or proprietary function, the benefits of the Federal System of Old Age, Survivors, Disability, Health Insurance, as authorized by the Social Security Act and amendments thereto, including Public Law 734-81st Congress. In pursuance of said policy and for that purpose the said town shall take such action as may be required by applicable federal/state laws or regulations. (Ord. #97-6, May 1997)

4-102. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Director of Old Age Survivors Insurance Agency, State of Tennessee, as agent or agency, to provide coverage of the employees and officials as provided in § 4-101 hereof, effective October 1, 1996. (Ord. #97-6, May 1997)

4-103. Exclusions. To exclude from coverage under the Federal System of Old Age, Survivors, Disability, Health Insurance, the services of an election official and election worker if the remuneration paid for such services in a calendar year is less than one thousand dollars (\$1,000.00) effective October 1, 1996, or on the date a state modification is mailed to the Social Security Commissioner, to be adjusted and determined under section 218(c)(8)(B) of the Social Security for any calendar year, commencing on or after January 1, 2000, with respect to services performed during any such calendar year. (Ord. #97-6, May 1997)

CHAPTER 2

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-201. Enforcement.
- 4-202. Travel policy.
- 4-203. Travel reimbursement rate schedule.
- 4-204. Administrative procedures.

4-201. Enforcement. The mayor or his designee shall be responsible for the enforcement of these travel regulations. (Ord. #96-7, Dec. 1996)

4-202. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel is authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on town business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the town. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the mayor. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can either request a travel advance for the projected cost of the authorized travel, or advance billing directly to the town for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the town. It being the responsibility of the mayor to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

- (a) Directly related to the conduct of the town business for which travel was authorized, and

(b) Actual, reasonable, and necessary under the circumstances. The mayor may make exceptions for unusual circumstances. Expenses considered excessive will not be allowed.

(7) Claims of five dollars (\$5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone calls, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town are not ordinarily considered eligible expenses for reimbursement. (Ord. #96-7, Dec. 1996)

4-203. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the state travel regulation rates. The town's travel reimbursement rates will automatically change when the state rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #96-7, Dec. 1996)

4-204. Administrative procedures. The town adopts and incorporates by reference, as if fully set out herein, the administrative procedures submitted by MTAS to, and approved by the Comptroller of the Treasury, State of Tennessee, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder. (Ord. #96-7, Dec. 1996)