

**TITLE 4**

**MUNICIPAL PERSONNEL**

**CHAPTER**

1. TRAVEL REIMBURSEMENT REGULATIONS.
2. [DELETED].
3. PERSONNEL RULES AND REGULATIONS.

**CHAPTER 1**

**TRAVEL REIMBURSEMENT REGULATIONS**

**SECTION**

- 4-101. Enforcement.
- 4-102. Travel policy.
- 4-103. Travel reimbursement rate schedule.
- 4-104. Violations.
- 4-105. Effective date.

**4-101. Enforcement.** The mayor shall be the official responsible for the administration and enforcement of these travel regulations. (Ord. #00-03, May 2000)

**4-102. Travel policy.** (1) For the purpose of this chapter, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of the governing body and boards and committees appointed by the mayor or the governing body. These terms shall not include the spouse, children, other relatives, friends, or companions accompanying the traveler on city business, unless the person 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 city. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences and seminars; and other actual and necessary expenses related to official business as determined by the mayor not in conflict with this chapter.

(3) Authorized travelers can request billing directly to the city for registration fees, air fares, meals, lodging, conferences, and similar expenses or be reimbursed for said expenses. Travel in excess of \$100 shall be approved in advance by the mayor. Said approval will require, among other factors considered, that there are sufficient appropriations in the current year budget to appropriately cover the cost of the travel. To qualify for reimbursement, travel expenses must also be directly related to the conduct of city business and

be actual, reasonable and necessary under the circumstances. Claims of more than \$5.00 must be supported by original receipts.

(4) Mileage expenses incurred in a personal automobile for travel between home and city hall within the city are not considered eligible expenses for reimbursement. For all other authorized travel involving a personal vehicle, the city will pay a mileage rate equal to the rate allowed by the Internal Revenue Service. Travelers shall not be reimbursed for automotive repair or breakdowns when using their personal vehicle. Fines for traffic or parking violations will not be reimbursed by the city. (Ord. #00-03, May 2000)

**4-103. Travel reimbursement rate schedules.** (1) The amount allocated for lodging shall not ordinarily exceed the maximum rates authorized by the state rate schedule. Reimbursement for lodging at an authorized conference or seminar, which is the official lodging of the event, may exceed this amount by the actual cost of the lodging.

(2) Receipts are required for all meals for which reimbursement is sought from the city. The city shall also pay for up to a fifteen percent gratuity, but in no event shall there be reimbursement for alcoholic beverages. Except for official group meals at conferences, or seminars, the maximum allowable meal reimbursement expense shall be \$22.00, including tax and gratuity. The mayor may authorize reimbursement to city officials or employees hosting others for a meal, excluding any relative, when official city business is the purpose of the meal. The mayor shall record with the receipt the person benefitting from the meal and the purpose.

- (3) The city shall, among other things, not reimburse for the following:
- (a) Personal telephone calls.
  - (b) Hotel/motel tips, excluding a one-time \$5.00 check-in fee, for which a receipt is not required.
  - (c) Laundry or valet service.
  - (d) Entertainment expenses such as golf green fees, movie or theater tickets, and similar activities, even if part of an official conference. (Ord. #00-03, May 2000)

**4-104. Violations.** Violation of the travel rules established by this chapter can result in disciplinary action for city employees and criminal prosecution of city officials and employees for fraud. (Ord. #00-03, May 2000)

**4-105. Effective date.** The mayor is authorized and directed to file this ordinance with the office of the comptroller and this ordinance shall only be in full force and effect after such filing has been completed. (Ord. #00-03, May 2000)

**CHAPTER 2**

(This chapter was deleted by Ord. #16-08, Oct. 2016)

### CHAPTER 3

#### PERSONNEL RULES AND REGULATIONS

##### SECTION

4-301. Personnel policies and procedures.

**4-301. Personnel policies and procedures.** The City of Medina's personnel policies and procedures and all related appendices (including all amendments) are available for review in the office of the city recorder. (as added by Ord. #10-08, July 2010)