

RESOLUTION NO. 2010-04

A RESOLUTION OF THE TOWN OF GARFIELD SETTING THE TRAVEL EXPENSE REIMBURSEMENT AND BUSINESS MILEAGE TRANSPORTATION ALLOWANCE.

WHEREAS, the Town of Garfield authorizes the Clerk-Treasurer to make a refund of lodging, meals, transportation and other travel expenses incurred by Town employees and officials while doing Town business or attending conventions or meetings on behalf of the Town and with Town authorization, and

WHEREAS, town employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Town, including food, lodging and travel expenses while away, but excluding alcoholic beverages,

NOW THEREFORE BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GARFIELD, WASHINGTON, that the transportation expense allotment paid to refund Town employees and officials who have personally paid for transportation while doing Town business or attending conferences or meetings with Town authorization shall be fifty cents (\$.50) per mile.

BE IT FURTHER RESOLVED that receipts are required for reimbursement of actual expenses not to exceed \$7.50 for breakfast, \$7.50 for lunch, and \$15.00 for dinner. Tips are not to exceed 15 percent for meals, taxis or baggage handling. Tips are reimbursable over and above the meal allowance. Requests for reimbursement must include receipts and shall be submitted to the Clerk-Treasurer on a travel expense form signed by the town employee or official.

PASSED BY THE TOWN COUNCIL THIS 13TH DAY OF JANUARY, 2010.

TOWN COUNCIL:

APPROVED:

Jarrold Pfaff, Mayor

ATTEST:

Annie Pillers, Clerk/Treasurer