

RESOLUTION 87- 169

A RESOLUTION ESTABLISHING REIMBURSEMENT OF COSTS TO DELTA CITY EMPLOYEES, WHICH INCLUDES COSTS FOR MEALS, MOTEL ROOMS, MILEAGE, PARKING FEES AND MISCELLANEOUS EXPENSES ASSOCIATED WITH DELTA CITY BUSINESS.

The City Council of the City of Delta, Utah, referred to in this resolution as the "City Council" hereby recites the following as the basis for adopting this resolution:

WHEREAS, the Delta City Council has determined that it will be in the best interests of the City's employees to set forth a schedule showing the amount Delta City will reimburse its' employees for certain expenses incurred while on duly authorized trips, acting on behalf of Delta City and in the course of official City business; and

WHEREAS, the Delta City Council has not heretofore set rates for the purpose of establishing reimbursement costs to Delta City employees who incur expenses while on duly authorized trips acting for and on behalf of Delta City; and

WHEREAS, the adoption of such a schedule would serve to put Delta City employees on notice of the amounts Delta City will reimburse said employees for certain expenses, and would further help to avoid confusion as to which items and expenses Delta City will reimburse their employees and the amount of reimbursement thereof; and

WHEREAS, pursuant to Section 25 of the Delta City Personnel Police Manual, entitled "Reimbursement for Travel Expenses", the City has previously adopted a policy allowing for travel expenses, subsistence costs, and other costs and the City Council now desires that a schedule be adopted setting forth the amount for which Delta City will reimburse its' employees for said costs and expenses incurred while on duly authorized trips and acting on behalf of Delta City and in the course of official city business,

NOW, THEREFORE, be it resolved by the City Council of the City of Delta, Utah:

1. Definitions.

Employees: For purposes of this resolution, "employees" shall include, among others, members of the City Council, administrators, department heads, and all other Delta City personnel.

Official City Business: For purposes of this resolution, "official city business" shall include but not be limited

to employee attendance at conventions, conferences and meetings. This definition does not limit the City Council and Mayor from determining what other activities constitute official city business for purposes of reimbursement costs.

2. Reimbursement Schedule. It shall be the policy of Delta City that if Delta City employees are on duly authorized trips, acting on behalf of Delta City and in the course of official Delta City business, the following reimbursement costs shall apply:

(a) Reimbursement for Meals. Expenses for meals shall be reimbursed by Delta City to City employees at the following rates:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$5.00	\$5.00	\$10.00

In the event the City business is terminated on or before 4:00 p.m. on the last day on which the employee is acting on behalf of Delta City and in the course of official City business, the employee shall not be entitled for reimbursement for the costs of dinner.

(b) Reimbursement for Motel Rooms. Delta City shall reimburse employees for actual room costs up to, but not to exceed, \$45 per day, unless prior approval is received from the mayor. Provided, in the case of conventions, the City will pay the prevailing rates for rooms at or near the convention site.

(c) Reimbursement for Mileage. Delta City shall reimburse employees only for actual mileage traveled, to and from official City business, at the rate of \$.20 per mile. For purposes of this section, "actual mileage traveled" means the actual physical miles traveled by the employee to and from official City business, *but shall not exceed the mileage schedule set forth in Exhibit "A" attached hereto and incorporated herein by reference.*

(d) Reimbursement for Parking Fees. Delta City shall reimburse employees for parking fees upon proof of receipt for expenditures and with approval by the mayor.

(e) Miscellaneous. All other costs expended by employees while on duly authorized trips, acting on behalf of Delta City and in the course of official Delta City business, may be reimbursed upon proof of receipt for expenditures and with approval by the mayor.

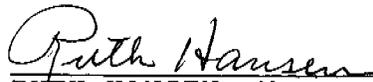
3. Effect on Delta City Policy. The intent of this resolution is to supplement, but not to supersede nor substitute Section 25 of the Delta City Personnel Policy Manual, entitled "Reimbursement for Travel Expenses" Said Section 25 of the Delta City Personnel Policy Manual and the terms and provisions thereof, shall remain in full force and effect.

4. Effective Date. This resolution shall become effective upon adoption.

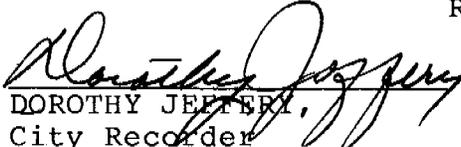
5. Severability. In the event that any provision of this resolution less than the entire resolution is held invalid by a court of competent jurisdiction, this resolution shall be deemed severable, and such finding of invalidity shall not affect the remaining portions of this resolution.

6. Repeal of Conflicting Resolutions. To the extent that any resolutions or policies of the City of Delta conflict with the provisions of this resolution, they are hereby amended to be in accordance with the provisions hereof.

PASSED AND APPROVED this 14 day of Sept, 1987.


RUTH HANSEN, Mayor

Attest:


DOROTHY JEFFERY,
City Recorder

MILEAGE CHART

	Delta	Fillmore
American Fork	102	110
Beaver	78	58
Blanding	302	285
Cedar City	129	101
Circleville	103	75
Emery	119	102
Ephriam	86	69
Fillmore	40	
Garrison	95	130
Grantsville	115	150
Heber City	117	130
Hurricane	165	137
Lehi	104	112
Logan	207	215
Manti	79	62
Milford	75	86
Moab	225	208
Monroe	96	79
Mt. Pleasant	80	92
Nephi	50	62
Ogden	163	171
Orem	100	108
Park City	135	148
Parowan	108	88
Provo	94	102
Richfield	85	68
Salina	67	50
Salt Lake City	136	144
Spanish Fork	96	94
Springville	91	99
St. George	178	150
Tooele	104	139

Exhibit "A"