

A BILL TO CREATE A RESOLUTION ENTITLED:

"A RESOLUTION OF THE CITY OF CENTRALIA, MISSOURI ADOPTING A NEW POLICY RELATING TO THE PAYMENT AND REIMBURSEMENT OF EXPENSES OF ELECTED CITY OFFICIALS FOR ATTENDING CONFERENCES, TRAINING SESSIONS AND SIMILAR MEETINGS."

WHEREAS, the City of Centralia desires to facilitate the ability of elected city officials to attend conferences, training sessions and similar meetings which are of benefit to the City; and

WHEREAS, in addition to registration fees, elected city officials may incur expenses for lodging, food, and other costs that are not included in the registration fees for such conferences, training sessions and similar meetings; and

WHEREAS, flexibility in the manner of reimbursement of such additional expenses will enhance the ability of elected city officials to attend such conferences, training sessions and similar meetings.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of Centralia, Missouri hereby adopts the following formal written policy setting forth the procedure for the payment and reimbursement of expenses of elected city officials to attend conferences, training sessions and similar meetings:

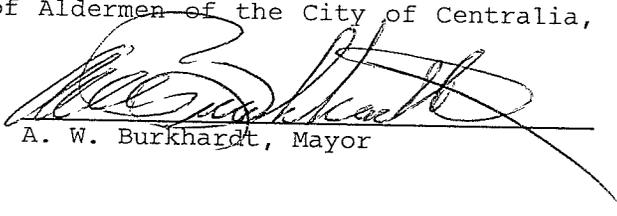
CENTRALIA POLICY

NO. 10

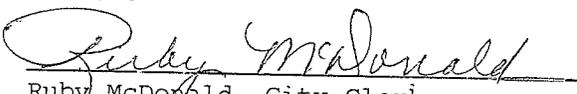
PAYMENT AND REIMBURSEMENT OF EXPENSES OF ELECTED CITY OFFICIALS FOR ATTENDING CONFERENCES, TRAINING SESSIONS AND SIMILAR MEETINGS

1. When an elected official of the City of Centralia, Missouri desires to attend a conference, training session or similar meeting for the purpose of receiving knowledge or developing skills that will be of benefit to the City of Centralia, the Board of Aldermen may authorize such attendance and the payment of registration fees and reimbursement of the city official's actual expenses in attending the event, including meals and lodging.
2. When attending such an event requires that the elected city official be absent from his or her employment, the city official may request that the City make payment to the city official in advance to offset reimbursable expenses. Such payment shall not exceed the cost of expenses the elected city official would incur by attending the lodging and dining facilities normally provided for those persons attending the event.
3. The advance payment procedure set forth in Paragraph 2 above shall be available for no more than one event each budget year for each elected city official, provided attendance at the event is authorized by the Board of Aldermen. There shall be no specific limit on the number of events being reimbursed for under the general procedure set forth in Paragraph 1 above, provided attendance at each event is authorized by the Board Aldermen.
4. If an elected city official who receives an advance payment shall not be able to attend the event as scheduled, the city official shall immediately return the full amount of the advance payment of reimbursable expenses to the City. If the elected city official does not attend part of an event as scheduled, the city official shall keep only that portion of the advance payment of reimbursable expenses in proportion to that part of the event which the city official was able to attend, and the city official shall return to the City the remaining part of said advance payment.

PASSED AND APPROVED by the Board of Aldermen of the City of Centralia, Missouri the 15th day of October, 1990.


A. W. Burkhardt, Mayor

ATTEST:


Ruby McDonald, City Clerk