

A BILL TO CREATE A RESOLUTION ENTITLED:

“A RESOLUTION OF THE CITY OF CENTRALIA MISSOURI, ADOPTING A FORMAL WRITTEN POLICY CONCERNING REIMBURSEMENT FOR MEAL EXPENSES FOR CITY OFFICERS AND EMPLOYEES.”

WHEREAS, the Board of Aldermen of the City of Centralia, Missouri does not wish for its officers and employees to bear an unfair expense when they are required to purchase meals while away from their homes in the course of official city business; and

WHEREAS, the Board of Aldermen of the City of Centralia, Missouri also desires to set guidelines for the cost of such meals to be reimbursed by the city so that such cost does not exceed that which the citizens of Centralia would find to be normal and proper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of Centralia, Missouri hereby adopts the following formal written policy concerning reimbursement of costs for meals of city officers and employees while conducting city business :

CENTRALIA POLICY

NO. 16

REIMBURSEMENT FOR MEALS EXPENSES
FOR CITY OFFICERS AND EMPLOYEES

1. When, as a part of official city business, an officer or employee of the City of Centralia must eat a meal or meals at a location away from the City of Centralia, the officer or employee may be reimbursed for the actual cost of such meal, if not in excess of the maximum amounts set forth below.
2. To be eligible for such reimbursement, the officer or employee shall provide the original or a photocopy of a receipt, a credit card charge slip, or some similar proof of the actual amount of the meals expense.
3. Reimbursement allowance for meals expenses shall not exceed \$42.00 for each full day of official city business. If fewer than 3 meals per day are subject to allowance, reimbursement shall not exceed the maximum allowance for the total of the eligible meals during that day. Reimbursement allowance for an individual breakfast shall not exceed \$10.00. Reimbursement allowance for an individual lunch shall not exceed \$10.50. Reimbursement allowance for an individual dinner shall not exceed \$21.50.
4. Prescribed maximums are not to be treated collectively as per diem allowances, nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement shall be allowed only for actual expenses.
5. If a meal is provided as part of a meeting or conference covered by a registration fee or other City payment or if a meal is provided or paid by others, an officer or employee may not receive any reimbursement for that meal. Reimbursement for any other meals during the same day shall not exceed the maximum reimbursement allowance for the remaining meals.
6. Reimbursable meals expenses may include documented tips, but may not include the cost of any alcoholic beverages.

PASSED AND APPROVED this 17th day of May, 2004.



Mayor

ATTEST:



City Clerk