

RESOLUTION NO. 17-13

RESOLUTION ADOPTING TRAVEL EXPENSE POLICY  
FOR CITY OF MONTICELLO

**Whereas**, the City Council of Monticello, Arkansas deems it appropriate for the City of Monticello to adopt a formal, written policy for travel expense and reimbursement;

It is, therefore, by the City Council of Monticello, Arkansas resolved as follows:

1. Scope. That this policy applies to all City of Monticello employees and elected officials.

2. Meals while traveling. Employees and Elected Officials when dining on an overnight Official City Business trip are excepted to spend \$52 USD or less per day inclusive of tax and gratuity for meals. This includes all meals purchased during the day. When traveling out of town greater than 50 mile radius, returning the same day, Employees and Elected Officials are allowed a lunch meal reimbursement not to exceed \$25 USD. Travelers should take into consideration the travel destination and exercise good judgement in incurring reasonable meal expenses.

A receipt must be submitted for any meal.

If breakfast is offered as part of the hotel accommodation rate, no additional reimbursement will be permitted for breakfast.

When more than one employee or elected official is present at an overnight Official City Business meal, it is suggested that each employee pay individually.

When appropriate and in accordance with local custom, reasonable tips included in the meal receipts will be reimbursed. Generally 15% to 18%, but not to exceed 20%, of the actual meal cost (pre-tax).

Employees and Elected Officials should note that the gratuity may already be included in the total bill for large groups. Meal-related gratuities are included in the daily meal spending guidelines above.

3. Hotel Accommodations. Hotel accommodations will be reimbursed for overnight Official Business trips. Employees and Elected Officials should exercise prudent judgement and select reasonably priced hotels, based on local market conditions.

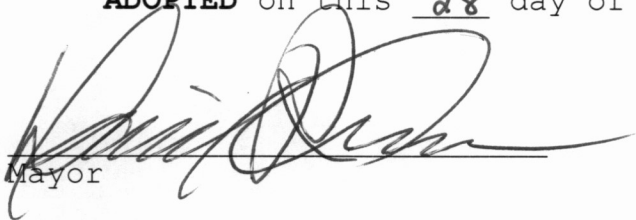
Employees and Elected Officials are required to reserve standard, single-occupancy rooms unless two employees or elected officials share the expense of a double-occupancy room.

Employees and Elected Officials are responsible for hotel no-show, early departure, and cancellation fees except when the needs of the City business necessitate the change.

Employees and Elected Officials must verify the room rate at check-in for accuracy and should ask about the availability fo lower promotional rates.

Employees and Elected Officials are required to obtain a zero balance receipt/folio statement upon checkout which must be submitted with the expense report.

**ADOPTED** on this 28 day of February, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk-Treasurer

## City of Monticello Expense Policy

**Scope:** This policy applies to all City of Monticello employees and elected officials.

### Meals While Traveling

Employees and Elected Officials when dining on an overnight Official City Business trip are expected to spend \$52 USD or less per day inclusive of tax and gratuity for meals. This includes all meals purchased during the day. Travelers should take into consideration the travel destination and exercise good judgment in incurring reasonable meal expenses.

A receipt must be submitted for any meal.

If breakfast is offered as part of the hotel accommodation rate, no additional reimbursement will be permitted for breakfast.

Meals for same day travel regardless of distance or mode of transportation are not reimbursable.

When more than one employee or elected official is present at an overnight Official City Business meal, it is suggested that each employee pay individually.

When appropriate and in accordance with local custom, reasonable tips included on meal receipts will be reimbursed. Generally 15% to 18%, but not to exceed 20%, of the actual meal cost (pre-tax). Employees and Elected Officials should note that the gratuity may already be included in the total bill for large groups. Meal-related gratuities are included in the daily meal spending guidelines above.

### Hotels

Hotel accommodations will be reimbursed for overnight Official City Business trips. Employees and Elected Officials should exercise prudent judgment and select reasonably priced hotels, based on local market conditions.

Employees and Elected Officials are required to reserve standard, single-occupancy rooms unless two employees or elected officials share the expense of a double-occupancy room.

Employees and Elected Officials are responsible for hotel no-show, early departure, and cancellation fees except when the needs of the City business necessitates the change.

Employees and Elected Officials must verify the room rate at check-in for accuracy and should ask about the availability of lower promotional rates.

Employees and Elected Officials are required to obtain a zero balance receipt/folio statement upon checkout which must be submitted with the expense report.

## City of Monticello Auto Use Policy

**Scope:** This policy applies to all City of Monticello employees and elected officials.

Employees and Elected Officials are expected to use assigned or pool vehicles for Official City Business. The driver of the City owned pool vehicle will complete the travel log for each use. A monthly summary report of travel logs will be included in the City Council packet. The City Clerk is responsible for collecting the logs and preparing the council report. All City owned vehicles shall be identified with a City logo. The only exception will be undercover police vehicles.

If a City vehicle (pool or assigned) is not available, the employee or elected city official may use a personal vehicle and receive mileage reimbursement per the subsequent section "Reimbursement for Personal Car Usage". An employee or elected official's uses his/her personal vehicle at his/her own risk. An employee-owned vehicle (personal vehicle) is one that is properly registered with a state or country motor vehicle agency and insured in an employee's name or the name of a family member. This also includes a vehicle that is leased to an employee or a family member.

Employees or elected officials may use their personal car for business purposes provided they have all of the following conditions:

- A valid driver's license.
- Personal automobile insurance (bodily injury liability and property damage) in the minimum amounts specified by the state/country where the car is registered.
- A valid state or country inspection certificate, where required.
- Prior supervisor approval (specific or blanket).
- A vehicle equipped with safety belts for the driver and each passenger. Safety belts must be used at all times.

### Reimbursement for Personal Car Usage

- When personal vehicles are used for Official City Business travel, mileage is reimbursed at the City's approved Business Mileage Rate. Mileage reimbursement is to be made to only one employee or elected official, regardless of any additional employees or elected officials being transported.
- Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle, including fuel, service, maintenance, insurance and depreciation. The cost of repairs to a personally owned or leased vehicle used on Official City business is not reimbursable.
- Under no circumstances will City of Monticello reimburse an employee or elected official for insurance premiums for a personal vehicle used for City business purposes, nor for any damage resulting from an accident while using the vehicle for City business purposes. When traveling, if an employee or elected official chooses the option to drive instead of fly, mileage reimbursement must not exceed the cost of an airline or rail ticket, rental car, and local transportation at the destination.

- Mileage is not reimbursable for the normal round trip to and from work.
- Personal mileage reimbursement will not be approved for employees or elected officials who are assigned a City owned vehicle or have access to a City Pool Vehicle.

### **City of Monticello City Vehicles Policy**

**Scope:** This policy applies to all City of Monticello employees and elected officials. The City of Monticello Motor Vehicle Policy provides guidelines and establishes procedures for the use of motor vehicles in conducting City business. The purpose of this policy is to govern the use of City assets and minimize expenses. The City will provide adequate and efficient transportation for all employees and elected official in order to conduct City business in the most economical manner. Transportation requirements for City business will be met by City motor vehicles – owned or leased, short term rental vehicles, and employee personal vehicles used on a reimbursement basis. Motorcycles are prohibited for Company business use.

It is the responsibility of the Department Head to ensure that policy requirements are met. Failure to do so may result in preclusion from the use of a City Motor Vehicle, and/or disciplinary action for the employee and Department Head, up to and including dismissal.

#### **Driver Responsibilities**

- Operate motor vehicles in a safe defensive manner and in accordance with all traffic laws
- Maintain a valid driver's license and comply with all Departments of Transportation requirements
- Comply with annual license review as required.
- Holders of a Commercial Driver's License (CDL) must:
  - Carry the original or a photocopy of the current valid Medical Examiner's Certificate
  - Comply with Federal requirements to report observed illegal activity that may affect national security
- Maintain all insurance and registration documents inside the motor vehicle to avoid potential citations and fines
- Immediately report expired tags or stickers to City Hall or Department Head
- Ensure that a City fuel card is assigned to and located in the vehicle, except when directed otherwise for security reasons
- Use the City fuel card for all fuel purchases
  - Obtain a Personal Identification Number to use when purchasing fuel
  - Only purchase fuel for the vehicle to which the fuel card is assigned
  - Report correct odometer readings every time a vehicle is fueled
- Inspect all fluid levels when fuel is obtained - address low fluid levels per the vehicle's owner's manual, and report low fluid level problems to City maintenance personnel
- Use the vehicle fuel card to purchase fuel, oil, antifreeze, brake, transmission and washer fluids
- Obtain fuel from a City owned bulk fuel facility if available, or from a service station which accepts the City provided fuel card, and offers the lowest price self-service regular unleaded or diesel fuel

- M. Complete Initial and Refresher Defensive Driver Course as required by the City
- N. Conduct a pre-driving safety check as required
- O. If the pre-driving safety check indicates the vehicle cannot be operated safely, contact Department Head or City maintenance personnel for repair
- P. Do not operate a vehicle until all safety defects are repaired
- Q. Report all accidents and traffic violations as required by City policies
- R. Make the motor vehicle available for required safety and emission inspections, maintenance and repairs
- S. Report all motor vehicle maintenance needs or deficiencies to Department Head or City maintenance personnel
- T. Do not make any modification to the standard motor vehicle specifications without proper authorization from Department Head or City maintenance personnel
- U. Make arrangements for driver transportation in the event of a motor vehicle not being available due to maintenance service or repairs

### **Storage / Parking**

**The following guidelines have been established to ensure proper storage of City Motor Vehicles.**

When not in use, all City Motor Vehicles must be properly garaged or stored at the City parking location nearest the employee's regular work location, unless the vehicle is approved for Home Garaging

#### **Home Garage Parking Locations**

Home garaging is to be determined and approved by the Mayor and Department heads by Identifying and communicating the City business needs that necessitate Home Garaging a City motor vehicle

An employee, who meets the requirements for Home Garaging may be allowed to Home Garage their assigned City vehicle after receiving approval from the Mayor and Department Head.

### **Smoking and Smokeless Tobacco Use**

Smoking and the use of smokeless tobacco products are prohibited in any City vehicle. Department Heads are required to ensure compliance with this prohibition. This prohibition applies to all substances, legal and illegal, including but not limited to:

Tobacco based cigarettes, cigars and pipes

Clove cigarettes

Electronic cigarettes

Incense

Synthetic substitutes of illegal drugs

**Personal Use**

Personal use of a City motor vehicle is expressly prohibited. Personal use includes, but is not limited to, the transportation of personal cargo equipment, supplies or any other materials, pets or family members, inside or outside a Company motor vehicle.

Small personal items such as electronic devices, lunch boxes or brief cases are permitted as long as the device or object does not interfere with the safe operation of the City motor vehicle - or cause an annoyance to any passengers in the City vehicle.

**Traffic Violations**

Employees and elected officials are personally responsible for payment of all fines, towing charges and or other costs and associated traffic violations, incurred while using a City Vehicle.

**SAFETY**

City safety guidelines must be followed when operating a City motor vehicle to conduct City business.

**Use of Wireless Devices While Operating a Vehicle on City Business**

Employees and elected officials are responsible for complying with all Federal/State/Local laws concerning the use of wireless devices.

Safe operation of any vehicle in the performance of City business is the responsibility of the employee or elected official and must be given appropriate attention at all times.

**Safety Tips for Drivers**

The safety precautions listed herein should be followed while driving a City, personal or rented motor vehicle on Company business:

Check fuel levels at the beginning of each trip and while driving to the destination

Lock all doors while driving and when leaving the vehicle parked

When returning to a parked vehicle, have the keys in your hand

Check around, in and under the vehicle before entering

Place and lock all valuables out of sight in the trunk or glove compartment

Drivers and passengers must wear seat belts

Drive defensively – Assume other drivers will not

If the vehicle malfunctions, attempt to drive to a well-lit area where assistance may be available

Avoid shortcuts – Stay on main streets and well-lit thoroughfares whenever possible

## **ACCIDENT GUIDELINES**

Employees or elected official must report ALL accidents involving motor vehicles that occur when driving a city, rental or personal vehicle, while conducting business, to their supervisor or other employee or elected official designated by their department; whose responsibility will be to report the event to the Mayor.

In the event of a motor vehicle accident, the employee or elected official must:

Take precautions to protect the scene of the accident from further accidents/damage

Turn on flashers and be alert to traffic conditions around the vehicle

Call the police and request appropriate aid for medical and fire assistance

Contact your supervisor as soon as possible

Do not argue at the scene, be courteous

Answer police questions

Make no comments about assuming responsibility

Provide and obtain identifying information for all parties

Note the date, time and location of the accident

Notify Supervisor