

Policy No. 2.20 **Reimbursement for Job Related Expenses**
Date of Issuance: **May 17, 2012**
Revision Date: **January 14, 2021**

PURPOSE: The purpose of this policy is to explain which expenses incurred by employees in the course of their employment are reimbursable. This policy also identifies the appropriate reimbursement rate.

Any person employed by the Town, but excluding the Lester Public Library staff, are subject to this Reimbursement for Job Related Expenses Policy. The Library Board will determine which expenses incurred by Library personnel are reimbursable. Police Department personnel who are under the jurisdiction of the Rome Professional Police Association WPPA/LEER Agreement receive reimbursement as outlined in the labor agreement. For reimbursements not detailed in the agreement, Police personnel follow Town Policy. All requests for reimbursement require the submission of receipts, with the exception of meals and mileage. Sales tax charged on any purchases is not reimbursable.

1. Mileage

Employees are encouraged to use a Town vehicle whenever one is available. If one is not available and use of a personal auto is needed, the employee is required to demonstrate proof of insurance on an annual basis. Employees required to use their personal automobile for Town business will be reimbursed at the prevailing rate in IRS guidelines. The Town shall review and change the IRS rate annually on January 1st. If using a personal automobile for Town business by choice, please remember the Town's auto policy will only be triggered if the employee's personal insurance limits are not adequate. Car-pooling is encouraged, whenever possible.

2. Transportation

- A. Employees traveling on official business to out-of-town destinations by public carrier will be reimbursed actual fares incurred reaching the final destination and back to the public carrier.
- B. Parking fees are reimbursable upon approval by the Immediate Supervisor.

3. Meals

Employees shall receive a per diem for meal costs while traveling on official business away from the Town area. The per diem can be for either a full or partial day based on the reimbursement schedule below.

	Morning Meal (Breakfast)	Noon Meal (Lunch)	Evening Meal (Dinner)
Amount not to exceed			
In State	\$8.00	\$10.00	\$20.00
Out of State (Inc. Milwaukee)	\$10.00	\$15.00	\$25.00
Reimbursement Eligibility	Leave before 7:00 a.m.	Leave before 10:30 a.m. Return after 2:30 p.m.	Return after 7:00 p.m. or departs for overnight travel before 6:00 p.m.

These time frames may be modified for employees working varied work schedules. Employees attending a conference, seminar, or event where a meal, or meals, are provided as part of the registration or attendance fee are not eligible for an additional meal reimbursement under this policy for the meals that are provided. Local meals are not normally reimbursable. Department Heads or the Town Administrator may approve such meals when attendance at the meeting is mandatory.

4. Lodging

- A. Lodging reimbursement shall be approved by Department Heads for travel to destinations greater than fifty (50) miles one-way by the most direct route. Prior approval must be granted by the Town Administrator for lodging reimbursement for travel by the most direct route to destinations fifty (50) miles or less one way. Applicable taxes, other than sales tax, are reimbursable.
- B. When not traveling in a Town-owned vehicle, there is no objection to an employee/official and significant other/family member traveling together while on official Town business (please see #1. Mileage in this policy regarding auto insurance coverage in case of an accident). No expenses for travel by the significant other/family member will be reimbursed. With respect to the cost of lodging, the amount reimbursed will be equal to the single room rate. The hotel/motel must be asked to write the single room rate on the receipt. Additionally, employees will use vacation time if additional days are taken beyond the specific meeting date and travel time.

5. Registration Fees

Registration fees at conferences, conventions, meetings, and seminars are fully reimbursable. Any meals included, as part of the registration fee will negate any other reimbursement for same. When meals are not included in the registration fee, the employee will be reimbursed based on the reimbursement schedule outlined in #3. Meals of this policy.

6. Telephone and Cellular Phones

The telephones placed in various Town offices are provided for conducting Town business. If personal calls are necessary, the number and length of calls should be kept to a minimum (less than five (5) minutes). The Town does not reimburse staff for use of personal cellular phones for

occasional work-related calls. Staff positions requiring a cellular phone or access to a cellular phone, will be provided a Town owned cell phone at the Town's cost.

7. Trade/Professional Associations

The Town will pay membership dues for administrative and technical personnel to join job related trade/professional organizations when such membership is reasonably expected to advance professional development.

8. Payment of Expenses/Receipts

Any other expenditures incurred by employees while on Town-related business should be submitted using the Employee Expense Vouchers form and state the date and description of expense. Employee Expense Vouchers forms should be submitted to the Department Head for review and approval. If approved, the Department Head will submit to the Town Clerk/Treasurer for payment in accordance with this policy.

9. Advance Draw on Expense

A. A request for a draw on expenses must be submitted fourteen (14) days prior to the date needed. Employees should submit and Department Heads approve, an estimate of costs as outlined by this policy and attach that to a request for payment. Over payments will need to be reimbursed by the employee.

10. Uniforms - DPW & Rome Water Utility Employees

The Town shall provide each full-time employee with an annual clothing allowance of three hundred fifty dollars (\$350), to be paid upon submittal of receipts or charges. Uniform reimbursement must occur within the year of purchase, and should be submitted within sixty (60) days of purchase. Part-time staff will receive either two safety shirts or one safety shirt and one safety hat per year provided by the Town. Replacement of required uniform and equipment will be required on an as needed basis. The purchase of footwear must be ASTM-F 2413-11 safety shoes/boots.