

FAILED

CITY OF HOMER  
HOMER, ALASKA

Finance  
City Clerk

RESOLUTION 95-15 (A)

A RESOLUTION OF THE CITY COUNCIL OF HOMER,  
ALASKA AMENDING THE BUSINESS TRAVEL PROCEDURES  
SECTION 4.3 OF THE CITY OF HOMER PROCUREMENT  
POLICY AND PROCEDURES MANUAL.

WHEREAS, there needs to be clarification regarding business  
related meal expenses; and

WHEREAS, at the Council's Regular Meeting there was discussion  
regarding lobbying business meal expenses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer,  
Alaska amending the Business Travel Procedures Section 4.3 of the  
City of Homer Procurement Policy and Procedures Manual as noted in  
the following:

4.3 Travel Expense Report

Approval shall be as follows:

- a. Mayor and City Council - place on Consent Agenda.
- b. City Manager - Mayor approval.
- c. Department heads - City Manager Approval.
- d. All other employees - Department head and City Manager approval.

Responsibility

Instructions

Employee

- 1) Complete travel expenses report
  - a) name, department, date of request
  - b) date of daily expenses
  - c) location of employee at time expense incurred
  - d) report daily mileage of personal car
  - e) lodging
  - f) meals-City Personnel and Councilmembers per diem allowance for meals and incidentals, \$35 daily. No receipt required, no reimbursement for amounts exceeding the daily limit. When conference registration fees provide for meals, the per diem would be reduced by: \$8:00 for breakfast, \$10

for lunch and \$17 for dinner.

g) Meals for others. Business related expense for others requires a receipt, indication on receipt who dined at city expense and that alcohol is not reimbursed.

h) transportation- limit the reimbursement amount for use of personal vehicle to no more than the cost charged by commercial carrier for the same trip, including rental cars.

i) special fees

j) business telephone

k) miscellaneous expenses

l) total daily expenses

2) Substantiate expenses with individual receipts. All receipts submitted for reimbursement of travel expenses shall clearly identify the purchase.

3) Sign completed form and remit amount of advance not used

Department Head

4) Approve expenses by signing

5) Verifies purpose of travel

Finance

6) Verifies expenses and prepares check less advance (if applicable)

PASSED AND ADOPTED by the City Council of Homer, Alaska this 13th day of February, 1995.

CITY OF HOMER

HARRY E. GREGOIRE, MAYOR

ATTEST:

MARY L. CALHOUN, CITY CLERK