

Resolution No. 90-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST SETTING FORTH STANDARDS AND GUIDELINES FOR REIMBURSEMENT OF MUNICIPAL OFFICERS AND EMPLOYEES FOR EXPENSES OF TRAVEL AND MEETINGS INCURRED BY EXPENDITURES IN CONNECTION WITH CITY BUSINESS.

WHEREAS, the City Council recognizes the benefit in training and attendance at meetings and functions which advance professional knowledge and provide opportunities to exchange information related to municipal government operation and issues; and

WHEREAS, only that travel/attendance which serves a municipal purpose and is deemed necessary and/or advantageous to the City of Ridgecrest shall be approved and reimbursed; and

WHEREAS, employees are expected to exercise sound judgement in the incurring and submittal of travel expenses, in keeping with the standards and proprieties of a visible and accountable public agency; and

WHEREAS, it is the desire of this Council to establish guidelines and standards for this reimbursement in order to establish a uniform and equitable reimbursement system;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGECREST as follows:

1. That the standards and guidelines for reimbursement set forth herein shall apply to all employees of the City of Ridgecrest.
2. The City Administrator may authorize attendance, travel and reimbursement of all normal and necessary expenses incurred by employees, in the course of official City business. All out of state travel must be approved by the City Council.
3. Employees are encouraged to use city-owned vehicles in the performance of official business or attendance at approved functions, to the extent that such vehicles are available and suitable for use. However, when authorized, the transportation allowance or reimbursement for private vehicle usage shall be based on IRS allowances. Following changes in IRS mileage allowances, and at the discretion of the City Administrator, mileage allowances will be adjusted appropriately.
4. Air transportation arrangements shall be made through a local city authorized travel agency, and the City will be billed by that travel agency. All air travel shall be booked as far in advance as possible, so as to receive the lowest fares possible, other than night coach, which may be chosen by the individual but is not required. No air travel shall be first class.

5. Lodging and/or registrations should be handled on a pre-payment basis whenever possible. Lodging may be arranged by a city authorized travel agency when practical.
6. Travel shall be distinguished as either to a "high cost locality" or to a "low cost locality" as designated by the Internal Revenue Service (see Exhibit "A", attached). The meal per diem allowance is based on the following approximate distribution:

<u>Low Cost</u>		<u>High Cost</u>	
Breakfast	\$ 8.00	Breakfast	\$ 10.00
Lunch	12.00	Lunch	17.00
Dinner	<u>15.00</u>	Dinner	<u>23.00</u>
	\$ 35.00		\$ 50.00

7. The allowable rate of per diem for travel periods of 24 hours or less when a night's lodging is not required shall be pro-rated on the basis of the following departure and arrival times:
 - a. If a traveler departs after 9:00 a.m., he/she will deduct the breakfast allowance from the per diem claim for that day.
 - b. If a traveler departs after 1:00 p.m., he/she will deduct the breakfast and lunch allowance from the per diem claim for that day.
 - c. If a traveler departs after 7:00 p.m., he/she will deduct all meal allowance for that day.
8. The above meal per diem distribution allowance for low cost locality shall also apply to any meal expenses incurred in the City of Ridgecrest due to City business.

APPROVED AND ADOPTED THIS 18th day of July, 1990, by the following vote:

Ayes: Mayor Condos, Council Members Auld, Corlett, Lilly and Mower.
Noes: None.
Abstain: None.
Absent: None.



Florence S. Condos, Mayor

ATTEST:



Joyce M. Taft, City Clerk

Exhibit "A"

HIGH COST LOCALITIES

The following cities have been designated as "high cost localities" by the Internal Revenue Service:

Death Valley, CA	Edison, NJ
Los Angeles, CA	Fort Washington, PA
Oakland, CA	Hartford, CT
Sacramento, CA	Keystone, CO
San Diego, CA	Fort Worth, TX
San Jose, CA	Hilton Head, SC
San Luis Obispo, CA	Martha's Vineyard, MA
San Mateo, CA	Nantucket, MA
Palm Springs, CA	New York, NY
San Francisco, CA	Newark, NJ
Santa Barbara, CA	Newport, RI
Santa Cruz, CA	Ocean City, MD
South Lake Tahoe, CA	Ocean City, NJ
Tahoe City, CA	King of Prussia, PA
Yosemite National Park, CA	Las Vegas, NV
Andover, MA	Miami, FL
Annapolis, MD	Monticello, NY
Aspen, CO	New Orleans, LA
Atlanta, GA	Salisbury, CT
Atlantic City, NJ	Philadelphia, PA
Boston, MA	Plymouth, MA
Cape May, NJ	Princeton, NJ
Chicago, IL	Trenton, NJ
Columbia, MD	Vail, CO
Conway, NH	Washington, DC
Dallas, TX	White Plains, NY
Baltimore, MD	Santa Fe, NM
Boulder, CO	Saratoga Springs, NY
Chester, PA	Seattle, WA
Cleveland, OH	Silverthorne, CO
Cloudcroft, NM	Valley Forge, PA
Denver, CO	West Palm Beach, FL
Eatontown, NJ	Williamsburg, VA