

## MUNICIPALITY OF SKAGWAY, ALASKA

### RESOLUTION NO. 08-07R

#### A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE PERSONNEL POLICY REGARDING TRAVEL ALLOWANCE.

**WHEREAS**, the Finance Committee addressed travel allowance of the personnel policy and made the following recommendation; and

**WHEREAS**, ~~strike through~~ indicates text deleted and **underline** indicates text added to current regulations; and

**WHEREAS**, The personnel policy is amended by resolution;

**NOW THEREFORE BE IT RESOLVED**, that Chapter 13, section 13.5 travel allowance of the personnel policy is amended to read:

#### **13.5 Travel Allowance**

~~(a) The city pays actual transportation and lodging expenses for an employee or volunteer required to travel out of Skagway for authorized business or training purposes.~~

~~(b) In addition, the city pays a per diem allowance of up to \$60.00, or actual expenses, whichever is less, for each day the employee is out of town on city business. Per Diem pays for meals, refreshments, tips, laundry, etc. The City does not cover the cost of entertainment of any kind, or the purchase of alcohol as a travel expense. Departments with a promotional budget, or the city council government relations program may purchase alcohol for legitimate promotional purposes as approved by the council and the CVB. Such expenses will not be charged to the travel budget.~~

~~(c) Employees are encouraged to make travel, lodging and billing arrangements through the office of the city clerk prior to travel.~~

~~(d) The city manager may authorize a travel advance up to eighty percent of the estimated expenses. Those receiving a cash advance are responsible for its safekeeping.~~

~~(e) Employees shall submit receipts for all travel or per diem expenses. Employees must return any unused funds or request reimbursement if personal funds were used.~~

**(a) The borough pays actual transportation and lodging expenses for an employee or volunteer required to travel out of Skagway for authorized business or training purposes.**

**(b) In addition, the borough pays employees a per diem allowance for meals and incidentals in one of two ways:**

**(1) A per diem allowance of up to \$60.00, or actual expenses, whichever is less, for each day the employee is out of town on borough business. Per Diem pays for meals, refreshments, tips, laundry, etc. The borough does not cover the cost of entertainment of any kind, or the purchase of alcohol as a travel expense. Departments with a promotional budget, or the**

borough assembly government relations program may purchase alcohol for legitimate promotional purposes as approved by the assembly and the CVB. Such expenses will not be charged to the travel budget.

(2) The borough will pay up to \$42.00 per diem for meals and incidental expenses incurred during official travel away from the Skagway area. If travel status is for at least three hours between the hours of the following time periods, the rate indicated shall be paid:

Midnight – 10:00am: Breakfast \$9.00

10:00am – 3:00pm: Lunch \$11.00

3:00pm – Midnight: Dinner \$22.00

A deduction to per diem will be made for meals paid separately by the borough. This includes meals paid in advance and/or included in registration fees. Meals provided by airlines do not impact per diem entitlement. Requests for flat rate per diem must be made using the Borough Travel Authorization Form.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 3<sup>rd</sup> day of April, 2008.

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Thomas D. Cochran, Mayor

ATTEST:

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Marjorie D. Harris, Municipal Clerk

(SEAL)