

**12.100**

**REIMBURSEMENT  
CITY OF GAYLORD, MICHIGAN**

**12.101**

**Sec. 2301. AUTHORIZED EXPENSES.**

Whenever the City Council or City Manager authorizes or instructs any officer or employee of the City of Gaylord to attend any hearing, meeting, conference, convention or any other Municipal business which reasonably necessitates such expenditure of money for travel, lodging, meals, admission tickets and registration fees, officers and employees shall be fully reimbursed for the actual and reasonable expense of lodging and admission tickets for events constituting an integral part of the program attended.

Travel expenses shall be reimbursed at a rate not to exceed the current federal mileage allowance rate for travel to and from authorized meetings, hearings, conferences, conventions or any other Municipal business. Mileage is to be computed from the City Limits of Gaylord and no mileage is to be paid for travel within the City Limits of Gaylord, except when specifically authorized, for those driving their own car. When public transportation is used for a trip or portion of a trip, the officer or employee shall be entitled to reimbursement for the full amount of his expenditure for such purpose.

The maximum allowance for meals, including tax and tips, shall be based upon the current IRS Standard Meal Allowance for Otsego County. Reimbursement amounts for individual meals will be established annually by the City Manager. If actual expenses are less than the maximum amount, reimbursement will be allowed only for actual expenses. Meals are reimburseable under the above guidelines as long as the expense voucher includes an explanation of the business purpose of the meal and the other individuals or group present. When traveling, officers and employees may claim an allowance for breakfast if departure from home was not later than 6:30 a.m. and for dinner if return to home or work was later than 7:00 p.m. (Ord. amended eff. Feb. 15, 1998)

The City shall reimburse those officers and employees for the cost of work related seminars, courses, classes, or workshops which are directly related to the scope and performance of his job classification. (ord. eff. Oct. 28, 1990)

**12.102**

**Sec. 2302. UNAUTHORIZED EXPENSES.**

There shall be no reimbursement for the following expenditures:

- a. Tobacco or alcoholic beverages
  - b. Personal matters of any sort
  - c. Unauthorized trips
  - d. Lodging on day of return
- (ord. eff. Oct. 28, 1990)

**12.103**

**Sec. 2303.**

Repealed October 28, 1990.

**12.104**

**Sec. 2304. REIMBURSEMENT PROCEDURE.**

Officers and employees entitled to reimbursement shall file their claim on forms provided by the City Clerk which shall indicate the date and nature of all expenses, destinations and the type or types of transportation used.  
(ord. eff. Oct. 28, 1990)