

## EXPENSE REIMBURSEMENT ORDINANCE

BE IT HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF ODUM

Section 1. Expense claims, Any official of the city who shall present an expense claim against the city must file a complete itemized statement thereof, with a receipt for any money expended by him/her, and any official who pays or allows any claim against any fund, unless the same complies with the provisions of this ordinance, shall be liable for the amount of said claim.

Section 2. Travel allowance. The claims of officials of the city for reimbursement of travel expenses provided for in this ordinance while traveling upon official business of the city shall be submitted by verified claim or statement and shall be computed in the following manner and shall not exceed the following amounts:

- a. Hotel bills incurred shall be reimbursed based on the actual amount expended.
- b. Transportation by public conveyance shall be reimbursed at the actual amount expended for such transportation.
- c. Travel by private automobile within the state shall be reimbursed at the rate of 32.5 cents per mile plus parking and toll fees.  
When any official uses his private automobile for out-of-state travel, reimbursable automobile expenses shall be the lesser of either the lowest commercial airline round trip fare for the number of authorized travelers traveling in the car plus travel costs from the airport to the meeting or appointment, or 32.5 cents per mile plus tolls and fees for parking. If commercial flights are not available to particular out-of-state city, reimbursement for automobile expenses shall be computed at the rate of 32.5 cents per mile plus parking and toll fees.
- d. Out-of-state travelers shall be reimbursed for actual cost of food, supported by receipts, up to \$50.00 per day, plus actual costs of taxicabs, supported by receipts. Departure from the city after 12:00 noon shall entitle the official to only one-half of the approved rate; return to the city prior to 12:00 noon shall entitle the official to one-half of the approved rate.
- e. Reimbursement for airline travel of an official on authorized official business shall be restricted to the lowest available fare.
- f. An official making an out-of-town trip not overnight shall be reimbursed only for actual reasonable expenditures for meals, tips, taxicab fare and other miscellaneous items of travel expenses. Each reimbursement claim for such expense shall be accompanied by a receipt.
- g. In addition, the expense of a bus or taxi incurred by an official traveling out of the city on official business shall be reimbursed. automobiles may be rented for city business subject to prior approval and reimbursement will require a paid receipt.
- h. Registration fees for conferences will be paid if accompanied by a receipt.

Section 3. City cars / Expenses. When an official of the city shall use a city owned automobile for transportation no claim for mileage shall be made against the city.

Section 4. Other Expenses. Expenses other than mileage and travel expenses incurred by an official on official city business shall be reimbursed for expenses incurred at the actual amount expended. Each reimbursement claim for such expenses shall be accompanied by a receipt.

Approved, enacted, and so ordained by the Mayor and Council of the City of Odum

this 4<sup>th</sup> day of August, 2001.  
September <sup>KH</sup>

CITY OF ODUM, GEORGIA

BY *Cubrey Mansfield*  
*Mayor*  
Title

*Kathy Rozier*  
Kathy Rozier

*Raynell Poppell*  
Raynell Poppell

*Brian E. Nipper*  
Brian Nipper

*Frank Aspinwall*  
Frank Aspinwall

Attest:

*Karen Howard*  
City Clerk

SEAL