

ORDINANCE NO.: 61-2012 (As Amended 9/25/12)  
INTRODUCED BY: Headen

AN ORDINANCE AMENDING SECTION 159.11 OF THE ADMINISTRATIVE CODE OF THE CITY TO ADOPT NEW REGULATIONS FOR TRAVEL BY CITY EMPLOYEES AND OFFICIALS.

WHEREAS, the City's Audit Committee has recommended that the City's policies and regulations for travel by City employees and officials be amended to be updated for current costs and to be expanded to cover additional costs and issues raised by travel for City business purposes; and

WHEREAS, this Council determines that current Section 159.11 of the City's Administrative Code should be amended to adopt the Audit Committee's recommendations;

NOW, THEREFORE, Be It Ordained by the Council of the City of Richmond Heights, State of Ohio; that:

Section 1. Codified Ordinance Section 159.11, Reimbursement of Expenses of Attending Conventions, Seminars, Etc., of the City's Administrative Code is amended to hereinafter read as follows:

"159.11 TRAVEL ALLOWANCES AND REGULATIONS.

When an employee, elected official or appointed official of the City is authorized to travel on official City business (for purposes of this section, such persons are hereinafter referred to as an "Authorized Person"), the City provides for reimbursement for mileage and other travel-related expenses, as follows:

(a) Mileage Allowance.

- (1) All Authorized Persons shall be compensated for their mileage for use of their private vehicles for travel for official City business in an amount equal to the current amount permitted to be deducted by the United States Internal Revenue Service for such use. Such compensation will not be afforded an Authorized Person when he or she has available to him or her a City-owned vehicle.
- (2) An Authorized Person will be reimbursed for actual miles driven in his/her private vehicle. However, in the circumstance where the Authorized Person's place of work is located between the Person's

place of residence and the destination of travel, and vice versa, his/her mileage to commute to and from his/her place of residence to and from his/her place of work shall be subtracted from the total mileage for the trip.

- (3) City-owned vehicles shall be used in place of private vehicles whenever practical.
- (4) Gasoline, damage to private vehicles and needed service or repairs to private vehicles as a result of their use for official City business are the responsibility of the Authorized Person, since these costs are included in the per mile cost reimbursement.

(b) Daily Travel Allowance. An Authorized Person will be reimbursed with a valid itemized receipt or may have the City pay expenses directly for the following expenses:

(1) Lodging.

- (A) Lodging will be reimbursed at an amount not to exceed the per diem allowance rates in effect per the United States Internal Revenue Service Code or publications (currently Publication #1542). The only exceptions to this limit on reimbursement are: (i) when the Authorized Person is staying at the same hotel or lodging facility where an authorized convention, conference, seminar or meeting, etc. (the "Event") is being held; or (ii) when lodging cannot be found within a one mile radius of the Event at the IRS per diem rate; however, in both circumstances, the limit should not exceed any special Event rate or a government rate, when available.
- (B) Reimbursement for lodging shall only be at the single person rate and at the government rate or other lowest available rate. A receipt must show the itemized cost to be eligible for reimbursement.
- (C) Overnight lodging is only reimbursable at greater than 100 miles from Richmond Heights City Hall or the Authorized Person's personal residence, whichever is the place of departure for the trip, unless prior written authorization is obtained from the Mayor or the Mayor's designee for special circumstances.

(2) Meals.

- (A) Meals will be reimbursed at an amount not to exceed the per diem allowance rate in effect per the United States Internal Revenue Service Code or publications (currently Publication #1542) and shall include tips of no more than fifteen percent and sales tax. The costs for breakfast, lunch, and dinner combined shall not exceed the total per diem rate regardless of the cost of any one meal during that particular day.
  - (B) No meal reimbursement will be provided for travel completed within one business day. For Authorized Persons whose travel involves an overnight stay, the City provides reimbursement for meal expenses on a per diem basis only with the submission of actual itemized receipts.
  - (C) If meals are included in registration fees for conventions, conferences, seminars, or meetings, etc., duplicate meals shall not be reimbursed.
  - (D) Alcohol expenditures shall not be reimbursed.
- (3) Incidentals. Incidental expenses incurred that are directly related to a convention, conference, seminar or meeting may be reimbursed. Incidental expenses include cab fares and tips not to exceed fifteen percent to cab drivers for transportation between an airport, bus or train station, a hotel and the convention, conference, seminar, or meeting, etc. and the books or supplies necessary for use at the convention, conference, seminar or meeting, etc.
- (c) Personal Benefits.
- (1) No personal benefits such as frequent flyer miles, rewards, prizes, etc. shall be procured by an Authorized Person when traveling at the City's expense.
  - (2) No Authorized Person shall accept, solicit, or use his/her position to secure for personal travel, discounted, bonus, or free air travel tickets, hotel stays, or other benefits based upon travel services accrued while in his/her official capacity.
- (d) Miscellaneous.
- (1) Pre-Approval of Travel. City employees shall have all travel for official City business purposes approved by the head of the department prior to departure.
  - (2) Receipts. All travel expenses require detailed receipts sufficient to enable the Department of Finance to reimburse employees.

- (3) Entertainment. No reimbursement shall be made for any form of entertainment, including in-room movies.
- (4) Rental cars. Reimbursement for the cost of the authorized rental of mid-size or smaller passenger vehicles will be made, but not for any specialty vehicles. Larger vehicles may only be rented and reimbursement therefor made when the number of business travelers warrants a rental. Reimbursements for rental cars are authorized only if their use is more economical than any other type of transportation.
- (5) Parking and Tolls. Reimbursement for parking fees and tolls will be made upon submission of proper receipts.
- (6) Air Travel Only. Coach airfare, including applicable fees and taxes will be reimbursed. A receipt must show the travel itinerary and cost breakdown to be eligible for reimbursement.
- (7) Baggage. Additional fees for baggage affiliated with air travel (if applicable) will be reimbursed with an appropriate receipt.
- (8) Travel Insurance. Travel insurance shall not be reimbursed.
- (e) Procedures for Reimbursement. The Director of Finance is authorized to establish procedures for reimbursement relating to this section.”

Section 2. Existing Section 159.11 of the Codified Ordinances of the City is hereby repealed as of the effective of this Ordinance.

Section 3. It is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

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Daniel J. Ursu, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Betsy Traben  
Clerk of Council

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David H. Roche  
President of Council