

Laketown, Utah
ORDINANCE 2021-04

**AN ORDINANCE OF LAKETOWN AMENDING THE ADMINISTRATION OF
LAKETOWN CODE TITLE 1 ADDING
CHAPTER 12 TRAVEL POLICY**

WHEREAS, the town council desires to establish standards of conduct for municipal officers and employees and to require these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests; and

WHEREAS, the state of Utah auditor's office recommends this addition and the town council conducted a public hearing for this amendment.

NOW THEREFORE, BE IT ORDAINED by the Laketown Town Council that the Laketown code Administration Title 1 be amended to add chapter 12 Travel Policy.

SECTION 1: Language to be added.

1-12 Travel Policy

1. General Policy - All travel expenses incurred while conducting business solely for the purpose of the Town of Laketown shall be paid/reimbursed by the Town of Laketown.
2. Pre-Approval - Approval from the Laketown Mayor is required prior to incurring travel-related expenses.
3. Documentation - After travel expenses have been incurred, the employee must submit a Travel Reimbursement Form (see attached template form) which details the reason for the trip and the specific travel expenses. Travel Reimbursement Forms must be signed by the employee and approved by the Laketown Town Council.
4. Travel-related expenses include:
 - a. Costs to travel to and from the business destination.
 - b. Transportation costs while at the business destination.
 - c. Lodging, meals, and incidental expenses.
5. Transportation
 - a. Personal Vehicle Use - An employee who uses his or her personal vehicle for Town of Laketown business will be reimbursed for mileage in accordance with the Laketown Town Council and rate currently authorized by the IRS or State of Utah.
 - b. Alternative Travel Arrangements - Employees may structure alternative travel and lodging to reduce costs or to accommodate personal preferences if the alternatives provide a documented cost savings to the Town of Laketown or the employee pays the increased costs. If an employee chooses to drive rather than fly for out-of-state travel, the Town of Laketown will reimburse the

employee based on the least expensive method of travel, rather than actual mileage.

- c. Rental Cars - Employees may obtain a rental car with prior approval or in cases of documented need. Groups of employees at the same location shall share rental vehicles where practical. When a rental car is used, rental agency liability and collision/loss damage coverage is required, at the Town of Laketown expense.

6. Travel Related Meals

- a. Meal Per Diems - Employees shall be paid for meals (including tax, tips, and other meal related expenses) at the current State of Utah meal per diem rate (Utah Administrative Code R25-7), including all rules contained therein. Per diem may be paid to employees prior to leaving for the travel destination.
- b. Direct charge on the Town of Laketown credit/purchase card – Employees who have been issued the Town of Laketown credit/purchase card, may use it to pay for approved travel related meals. Employees must retain all receipts related to such purchases. In the event that the daily total expense for meals is greater than the allowable per diem amount, the difference will be repaid by the traveling employee or reported as taxable wages on the employees W-2.
- c. Direct charge on employee personal credit card – Employees may use personal credit cards to pay for approved travel related meals. Employees must retain all receipts related to such purchases and submit them with the Travel Reimbursement Form. In the event that the daily total expense for meals is greater than the allowable per diem amount, the employee will only be reimbursed up to the allowable per diem amount.

7. Incidental Expenses - Incidental expenses are not considered part of a meal per diem reimbursement and, therefore, substantiation is required. Incidental expenses include ground transportation, parking, and related tips; fax, telephone, internet, or copy charges; and other business-related expenses. Other tips are not reimbursable.

8. Lodging - Travel that requires an overnight stay must be pre-approved by the Laketown Mayor or Town Council. The Town of Laketown will pay for lodging up to \$200 per night with applicable taxes. Any lodging over \$200 per night must be pre-approved by the Laketown Mayor or Town Council. Detailed receipts are required to be submitted to the Laketown Town Council in order to claim refunds for taxes paid.

9. Personal Expenses - Personal expenses, including entertainment or alcohol, are the responsibility of the employee and will not be reimbursed by the Town of Laketown.

10. Employee expenses paid by other entities – the Town of Laketown employees that provide services to other entities either formally or informally may represent the interest of those entities as well as the Town of Laketown while traveling on official Town of Laketown business. Where possible, the shared benefit of the

employee activities while traveling should be determined and costs of that travel proportionally split between the benefiting entities.

If any employee travel-related expenses are paid directly by another entity, those payments must be documented and disclosed to the Town of Laketown. Any travel-related expenses that are paid by another entity must not be submitted to the Town of Laketown for reimbursement to the employee. In such circumstances the Town of Laketown will reimburse the employees for travel related costs and then bill the other entity the proportional share of those travel-related costs, or the other entity will bill the Town of Laketown for its proportional share of the travel-related costs paid by the other entity.

11. In the event that an employee receives a per diem allowance prior to traveling and is not able to travel, the employee will return those funds to the Town of Laketown. If upon review of travel expenses inappropriate or fraudulent expenses have been incurred the employee may be subject to disciplinary action including; recovery of funds, inability to travel, suspension or termination.

SECTION 2: This ordinance shall take effect upon adoption.

PASSED and ADOPTED THIS 7th day of April 2021.

Town of Laketown:

Burdette W. Weston
Laketown Mayor

TOWN COUNCIL VOTE AS RECORDED:

	Aye	Nay
Council Member Clark:	_____	_____
Council Member Ogilvie:	_____	_____
Council Member Robinson:	_____	_____
Council Member Wight:	_____	_____
(In event of a tie vote of the Council):		
Mayor Burdette W. Weston	_____	_____

ATTEST:

Amber Droesbeke

Clerk