

## POLICY AND PROCEDURE STATEMENT

SUBJECT EXPENSE REIMBURSEMENT	PAGE 1 OF 2	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 4.15	APPROVED BY  MAYOR	SUPERSEDES VOA V-G, MAY 12, 2012		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

### SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

### POLICY:

- I. Village employees will be reimbursed for allowable expenses incurred while traveling out-of-village on official Village business. Expenses will not be reimbursed unless travel was authorized in writing by the Mayor or designee and the employee submits appropriate receipts to document claimed expenses. Overnight travel expense reimbursement requires the advance approval of the Mayor or designee.

### PURPOSE:

- I. To have an auditable process in place to reimburse employees for legitimate Village expenses.

### PROCEDURE

1. The following items are reimbursable:
  - a. Commercial air flights: Reimbursement is available for air flight expenses only when the cost of the flight is less than the cost of automobile mileage, or where travel time is of significance.
  - b. Bus, limousine, or taxi: Employees are to use the most economical means available when traveling on Village business.
  - c. Automobile: whenever possible, the Mayor will assign a Village vehicle for travel to and from meetings, conference, and conventions. If a Village vehicle is not available and an employee is required to use his/her privately owned vehicle, he shall be reimbursed at a rate of the current Internal Revenue Service allowable rate per mile for travel. Such payment is considered to be the total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only one of two or more employees traveling on the same trip, in the same vehicle. Rental of a vehicle is not reimbursable without prior approval of the Mayor.
  - d. Registration fees: Registration fees will, whenever possible, be paid in advance by the Village upon presentation of an invoice, notice or registration form.
  - e. Meals: If meal expenses are included in registration fees, duplicate meals are not reimbursable. Reasonable expenses incurred for meals while on official Village business are reimbursable.
  - f. Lodging: Employees will be reimbursed for reasonable and necessary lodging expenses at the single room rate.

- g. Phone Calls: Phone calls necessary for official Village business are reimbursable.
  - h. Parking and Tolls: Expenses for parking, highway, bridge and tunnel tolls are reimbursable. Parking expenses include parking outside the Village providing the employee is on official Village business.
2. The following items are not subject to reimbursement:
    - a. Alcoholic beverages.
    - b. Entertainment.
    - c. Laundry and dry cleaning.
    - d. Room Service charges.
    - e. Expenses of spouse traveling with employee.
    - f. Any allowable expense where no receipt is provided as documentation by the employee.
  3. Expense reports shall be filed by employees detailing all costs with receipts attached.