

**Title 3**

**PERSONNEL**

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**Chapter 3.01**  
**Chapter 3.16**

**Personnel Policies and Procedures Manual**  
**Travel Allowance**

## **Chapter 3.01 PERSONNEL POLICIES AND PROCEDURES**

### **Sections:**

- 3.01.010 Purpose of Personnel Policies and Procedures**  
**3.01.020 Adoption and Amendment of Personnel Rules**

### **3.01.010 Purpose of Personnel Policies and Procedures**

This ordinance is adopted to establish an equitable procedure for dealing with personnel matters; to attract competent persons to municipal service and to retain them; to assure that appointments and promotions will be based on merit; and to provide a reasonable degree of job security for qualified employees.

### **3.01.020 Adoption and Amendment of Personnel Rules**

Personnel rules shall be adopted and amended by resolution of the Borough Assembly. The rules shall provide procedures to select, develop, and maintain an effective work force, and shall include policies and procedures for employee hiring and advancement, training, and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be based on merit and made without regard to sex, race, color, age, religion, or political affiliation.

*(Ordinance 92-23, 12/15/92)*

## **Chapter 3.16 TRAVEL ALLOWANCES**

### **Sections:**

<b>3.16.010</b>	<b>Per diem allowance.</b>
<b>3.15.011</b>	<b>Per Diem; Annual Adjustments</b>
<b>3.16.020</b>	<b>Actual expenses.</b>
<b>3.16.030</b>	<b>Convention registration fees</b>
<b>3.16.040</b>	<b>Travel allowance.</b>

**3.16.010 Per diem allowance.** *(repealed by Ordinance 11-08, 9/20/2011)*

**3.16.010 Per diem allowance.** *(Enacted by Ordinance 11-08, 9/20/2011)*

- A. The Assembly, at the first regular meeting of each calendar year, shall determine by resolution the rates of per diem to be paid by the Borough (1) for persons traveling on official Borough business outside of the region and (2) for persons traveling on official Borough business within the borough and away from home or designated duty station.
- B. In determining per diem rates under subsection A, the Assembly shall take into account changes in costs of living as determined by state and federal sources, and such other information as the Assembly deems helpful in evaluating the need for a change in per diem rates. The Assembly shall allow for public comments before voting on the resolution.
- C. If the Assembly does not enact a resolution setting per diem rates, the last established rate shall be carried forward until such a resolution is enacted. Changes in per diem may be made later than at the first meeting of a calendar year, but shall not have retroactive effect.
- D. It is the policy of the Lake and Peninsula Borough to disburse per-diem on, or before, the day of travel/meetings, whenever it is feasible and prudent to do so.
- E. Until the Assembly enacts an ordinance setting per diem rates, the rate of per diem for persons traveling on official Borough business outside of the region shall be \$95.00 per day and for persons traveling on official Borough business within the Borough and away from home or designated duty station shall be \$85.00 per day.

### **3.16.020 Actual expenses.**

When necessary and prudent, the personnel officer may, upon request, authorize one of the following alternative arrangements as opposed to the per diem allowances outlined in Subsection 3.10.010.

- A. Upon prior approval of the personnel officer, when traveling on official business, reimbursement of reasonable, actual expenses will be allowed,

with proper documentation and valid receipts accompanying each claimed expense.

- B. Upon prior approval of the personnel officer, when traveling on official business, actual lodging expense will be direct billed to the Borough and \$50.00 per day allowed for meals and incidental expenses.

Lodging will, at all times, be booked in an economic and reasonable fashion, taking into consideration proximity of hotel accommodations to the location of Borough business, and availability of suitable lodging. Whenever possible, shared accommodations will be reserved, as well as any other cost effective measures deemed necessary by the personnel officer.

Allowable incidental expenses include the following:

1. Taxi fare
2. Meals
3. Telephone charges for Borough related business
4. Lodging
5. Parking
6. Tips and gratuities not to exceed 15%
7. Laundry expense for trips exceeding 5 days

The following items are not reimbursable:

1. Charges incurred due to failure to release accommodations
2. Excess baggage, except that which is necessary to conduct Borough business
3. Fines for traffic and/or parking violations

Requests for car rental expenses must be approved in advance by the personnel officer, will be evaluated according to necessity and economic feasibility, and may be authorized when it is in the best interests of the Borough to do so. When authorized, car rental expenses may be direct billed to the Borough.

It shall be the responsibility of the individual to release reserved accommodations, should they no longer be required, within the time limits specified by the lodging operator. The Borough will not authorize for payment or reimburse any charges incurred as a result of failure to release accommodations. *(Amended by Ordinance 97-01 2/21/97)*

### **3.16.030 Convention registration fees.**

In addition to the per diem allowance, the actual registration fee (including meals, lodging, entertainment or similar costs) charged at a convention or conference will be paid for by the borough.

### **3.16.040 Travel allowance.**

In addition to the per diem options outlined in Sections 3.16.010 and 3.16.020, there shall be allowed a travel allowance at the following rate:

The common carrier fare, or the cost of charter or other special hire, if essential, or

other similar fares as necessary for the efficient performance of official duties. No reimbursement shall be allowed for more than the lowest tourist class fare for the most direct route unless:

1. Tourist Class accommodations are not available
2. Waiting for such accommodations would occasion a delay harmful to the Borough
3. The personnel officer finds that travel by such accommodation is not in the best interest of the Borough and authorizes other accommodations

Any unused airline ticket, or portion thereof, must be surrendered to the Borough upon completion of travel. *(Amended by Ordinance 97-01 2/21/97)*