



	Approved	Denied
Action taken	2/23/04	
Other:		
Verified by:	<i>K. Smith</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 04-15(AM)

TITLE: APPROVAL OF CITY COUNCIL TRAVEL POLICY

Agenda of: February 23, 2004
Originator: Jamie Newman, Deputy Clerk

Date: February 24, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	
X	Clerk	<i>K. Smith</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes \$ or no Funds Available yes no
Account name/number:
Attachments: n/a

SUMMARY STATEMENT: Pursuant to WMC 2.04.035. A, the following Travel Policy is established for the Wasilla City Council, when traveling on approved official city business:

TRANSPORTATION AND LODGING

- Airfare and lodging may be arranged for and paid by the city for the traveler only. Coach class or any discounted class airfare shall be used in the interest of economy. Travel schedules shall be arranged to the city's best advantage and any deviations from the shortest or least expensive route or ticket will be the responsibility of the traveler.

PER DIEM

- The city will pay the traveler in advance, a per diem rate based on the Conus rate for the applicable travel area as recognized by the IRS. Per diem shall be used for food and other appropriate incidental expenses, including: phone calls, gratuities, etc. The city will **not** reimburse for actual expenditures above the Conus rate. The purchase of alcoholic beverages with city funds is prohibited under the Drug Free work place rules and regulations.

TELEPHONE USE

- A calling card will be issued to the traveler at a base rate of 20 minutes per day. Any telephone charges billed to the room will be considered an incidental and paid for by the traveler with per diem funds.

RENTAL CARS

- Advance reservations should be made and a compact or economy model requested in the interest of economy.

MILEAGE EXPENSES

- Private vehicle mileage shall be reimbursed at the rate allowed by IRS for use of privately owned vehicles. Beginning and ending odometer readings are required when submitting for reimbursement.
- The city shall reimburse the traveler for actual transportation expenses, including: taxi fare and public transportation. **Ten business** days after travel is complete, receipts for actual expenses must be submitted to the city clerk for reimbursement. Each receipt must have written on the back of the slip the purpose of the purchase, the name of the traveler, and the date.

STAFF RECOMMENDED ACTION: Adoption of Travel Policy