CITY OF GUSTAVUS ALASKA
RESOLUTION CY16-13

A RESOLUTION FOR MILEAGE REIMBURSEMENT FOR CITY EMPLOYEES AND CITY COUNCIL MEMBERS

WHEREAS, the City of Gustavus does not have City-owned vehicles for use by employees and council members; and

WHEREAS, it is oftentimes necessary for City employees and council members to use their personal vehicles in the performance of their jobs and duties; and

WHEREAS, the use of their personal vehicles for the performance of their job and duties is an added expense for fuel and maintenance; and

WHEREAS, this added expense is not a part of the City employee's salary; and

WHEREAS, the use of a personal vehicle by a City council member, a volunteer position, may exceed what could be considered reasonable use; and

NOW THEREFORE, BE IT RESOLVED that City employees and City council members may submit a request for mileage reimbursement for use of their personal vehicle in the performance of their job or City business.

PASSED and **APPROVED** by the Gustavus City Council this 14th day of November, 2016, and effective upon adoption.

Tim Sunday

Tim Sunday, Mayor

LAEWING

Attest: Lori Ewing, City Clerk/Treasurer

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

POLICY ON MILEAGE REIMBURSEMENT TO CITY EMPLOYEES AND COUNCIL MEMBERS FOR PERSONAL VEHICLES USED DURING THE PERFORMANCE OF THEIR JOB OR CITY BUSINESS

POLICY:

City employees and Council members may request mileage reimbursement for personal vehicles used for travel related to City or department business

PROCEDURES:

Mileage logs will be maintained per IRS specification and need to include the date, start and finish odometer readings, destination, purpose for the travel, and total miles driven.

Payment for mileage will be determined by the business mileage rates set forth annually by the IRS.

Mileage logs will be submitted within 10 days of the end of a calendar quarter (March 31, June 30, September 30, and December 31) to the Mayor for review and approval.

Funds will be disbursed from the employee's or Council Member's respective department budget.

Each department budget will have a line item designated for mileage reimbursement for private vehicles used in the performance of City or department business.

The City Clerk/Treasurer will release the funds after Mayoral approval and verifying that the funds are available.

Jim Lundy 11-23-2016

Signed Mayor of the City of Gustavus Date