

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MERCED, CALIFORNIA,
ESTABLISHING ALLOWABLE EXPENSES FOR
INDIVIDUALS ATTENDING MEETINGS,
CONFERENCES, CONVENTIONS AND OTHER
FUNCTIONS RELATING TO CITY BUSINESS**

WHEREAS, the City Council of the City of Merced desires to establish a policy governing allowable expenses for individuals while attending meetings, conferences, and conventions and other functions relating to City business, approved pursuant to City rules and regulations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The following policy is hereby established which shall govern all matters of transportation, out of town travel, meals, miscellaneous expenses, and lodging while individuals are attending meetings, conferences, conventions and other functions relating to City business and pursuant to procedures to be established by the City Manager:

1. TRANSPORTATION

Payments to individuals for local travel in a private vehicle will be paid in two categories:

- A. Positions and/or individuals may be designated by the City Manager to receive a monthly mileage allowance based on the following table:

	Miles per Month	Monthly Mileage Allowance
Category I	100-300	\$174.00
Category II	301-600	\$348.00
Category III	601-900	\$522.00
Category IV	Over 900	\$696.00

This mileage allowance will be adjusted January 1 of each year hereafter by the same percentage as the mileage rate in 1B. below is adjusted.

- B. Other local travel by individuals not reimbursed pursuant to 1A will be paid pursuant to procedures established by the City Manager at the rate of 58.0 cents per mile. This rate shall be adjusted effective January 1 of each year hereafter to equal mileage allowance authorized for use by the Federal Internal Revenue Service on income tax returns.
 - (1) The most economical method of transportation will be authorized considering the direct expense, the individual's time away from the City and other related factors. Reimbursement of actual cost for approved mode of transportation will include air fare, mileage to and from the airport, parking, bridge tolls and other directly related transportation costs.
 - (2) Individuals receiving a monthly vehicle allowance shall not be eligible for mileage reimbursement.

2. **LODGING, REGISTRATION, MEALS, AND MISCELLANEOUS EXPENSES**

Lodging, registration, meals, and miscellaneous expenses incurred while on City-related or authorized business will be reimbursed based on actual expenses of the City employee, elected City official, or other approved individuals as defined and pursuant to administrative policy to be established by the City Manager.

For attendance at official functions requiring overnight accommodations, advance approval must be received from the City Manager stating the nature of the business, locations, to and inclusive dates, mode of transportation and any other information the City Manager may deem necessary to make a prudent judgement on each individual's request.

///

///

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the ____ day of _____ 2019, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

Mayor

ATTEST:
STEVE CARRIGAN, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:



City Attorney Date 10/16/19