

**ORDINANCE NO. 030-15**

**AN ORDINANCE AMENDING SECTION 12.3 OF THE  
EMPLOYMENT POLICY MANUAL OF THE CITY OF NAPOLEON  
TO SPECIFY THE CALCULATED MILEAGE REIMBURSEMENT  
AND TO AMEND HOW MEALS ARE REIMBURSED**

**WHEREAS**, City Council acknowledges that from time to time it must review the various codes and policies of the City of Napoleon; and

**WHEREAS**, City Council now desires to amend the Employment Policy Manual of the City of Napoleon to specify how the mileage reimbursement is calculated and to amend how meals are reimbursed; Now Therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON,  
OHIO:**

Section 1. That, the City of Napoleon does hereby amend the Employment Policy Manual, 12.3 as follows (in relevant part):

**“Expense Statements**

When practical, Employee Expense Statements must be prepared, submitted, and approved for advance reimbursement prior to the expense being incurred on a form provided by employer.

Except as herein provided, the City requires employees to furnish information and necessary receipts to support the expenses advanced and/or incurred.

An employee may submit an expense statement for reimbursement after the travel expense has occurred, but employee must still have prior approval of such travel/expense by employee's supervisor.

All required receipts must be forwarded with a photocopy of the previously submitted expense statement.

Personal expenses for the maintenance of an employee while away on City business may be reimbursable according to the following guidelines:

- Recognizing that meals are more costly in places outside rural Ohio where seminars are generally held, except as may be increased by the Appointing Authority, meal expenses, not otherwise included in the costs of the meeting, training, or seminar, excluding continental breakfast, will be **AS FOLLOWS:**

***ANY SEMINARS HELD WITHIN FORTY (40) MILES, AS THE CROW FLIES, OF THE CITY BUILDING LOCATED AT 255 WEST RIVERVIEW AVENUE, NAPOLEON, OHIO WILL BE provided at the per diem rate of \$8.00 for Breakfast, \$10.00 for Lunch, and \$19.00 for Dinner without necessity of receipt and without necessity of actual expenditure. An employee will be***

granted a total daily allowance \$37.00 for all meals as indicated in the below stated manner. **ANY SEMINARS HELD BEYOND FORTY (40) MILES, AS THE CROW FLIES, OF THE CITY BUILDING LOCATED AT 255 WEST RIVERVIEW AVENUE, NAPOLEON, OHIO WILL BE PROVIDED A PER DIEM RATE AS DETERMINED BY THE U.S. GENERAL SERVICES ADMINISTRATION (GSA) MINUS THE PORTION ALLOWED FOR INCIDENTAL EXPENSES (IE) WITHOUT NECESSITY OF RECEIPT AND WITHOUT NECESSITY OF ACTUAL EXPENDITURE.** An employee may, at his/her option, combine any meal costs so long as the below criteria is met and so long as the expenditure does not exceed the total daily allowance:

- Breakfast expenses are authorized when overnight lodging is necessary for the conduct of City business. In addition, breakfast expenditures are approved for a bona fide public relations reason, for the attendance of previously authorized Employees at civic or professional club breakfast meetings and for early morning travel which means the employee must be required to leave for travel prior to 8:00 a.m. in the morning.
  - Lunch expenses are authorized when out-of-town for City business, for a bona fide public relations or business reason; or for the attendance of previously authorized employee at civic or professional club luncheons. Day trips away from the office for normal work related duties do not qualify for lunch expense reimbursement.
  - Dinner expenses are authorized if the employee will have overnight lodging or his/her arrival back to the City is past 5:00 p.m. (in the conduct of City business). Dinner reimbursement will also be made for bona fide public relations reasons, or the attendance of previously authorized employees at civic or professional club dinner meetings.
  - All day meal expenses are for an employee who is required to be out-of-town prior to 8:00 a.m. and past 5:00 p.m.
  - Voluntary Gratuities (tips) are not reimbursable, but may be paid from any per diem rate received by the employee.
- ...
- Employees are reimbursed a fixed rate, calculated on mileage **AS SET BY THE FEDERAL IRS STANDARD BUSINESS RATE**, when utilizing non-City vehicles; therefore, employee is responsible for any damage incurred to employee and/or their passengers by use of such vehicle and therefore should be properly insured.

Section 2. That, it is found and determined that all formal action of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its

committees that resulted in such formal actions were in compliance with all legal requirements, including Section 21.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

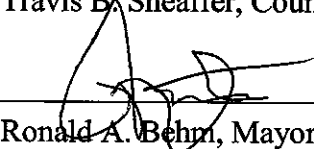
Section 3. That, unless otherwise stated, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 4. That, this Ordinance shall be in full force and effect at the earliest time permitted by law.

Passed: June 15, 2015

  
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Travis B. Sheaffer, Council President

Approved: June 15, 2015

  
\_\_\_\_\_  
Ronald A. Behm, Mayor

VOTE ON PASSAGE 7 Yea 0 Nay 0 Abstain

Attest:  
  
\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 030-15 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the 9<sup>th</sup> day of July, 2015; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

  
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Gregory J. Heath, Clerk/Finance Director