

# City of Montrose

## Resolution 290-18

### Set Travel and Reimbursement of Expenses Policy

WHEREAS, the City of Montrose has determined the need to set the following Travel and Reimbursement of Expenses Policy

#### 1 General Policy

It is the policy of the City that employees be fully reimbursed for necessary and reasonable job related travel expenses. The City credit card shall be used for travel related expenses such as meals and lodging when available.

#### 2 Travel Approval Required

All travel must be approved by the supervisor and city council prior to the date of travel except in emergency instances.

#### 3 In -State Travel Expenses

Per Diem rates for approved in-state travel shall be paid at the current state rate.

#### 4 Out-of-State Travel Expenses

Per Diem rates for approved travel outside the state of South Dakota shall be paid at the current state rate.

#### 5 Meal Allowance - Schedule for Computation

The times for allowance of paid meals are as follows:

- (1) Breakfast: Leave before 5:31 a.m. Return after 7:59 a.m.
- (2) Lunch: Leave before 11:31 a.m. Return after 12:59 p.m.
- (3) Dinner: Leave before 5:31 p.m. Return after 7:59 p.m.

Receipts may be required for reimbursement.

#### 6 Receipts Required for Lodging

Receipts may be required for all lodging expenses for reimbursement.

#### 7 Mileage Rate

When employees must use their private vehicles for approved travel, mileage shall be paid at the current federal rate.

BE IT RESOLVED the City of Montrose hereby authorizes this investment policy to take effect July 12, 2018.

Passed and Adopted this 12<sup>th</sup> day of June, 2018.

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*Paul Klaudt*  
*Mayor*

ATTEST:

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*Sara Smith*  
*Finance Officer*

The City of Montrose – adopted June 12, 2018