

Reimbursable Expenses Policy

Policy/Procedure

With prior approval, legitimate expenses will be reimbursed to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, and addition to a paycheck, or separate check. Records must be kept reflecting the amount of reimbursement each employee has received.

Reimbursable Items

A. Meals

A maximum of fifty dollars (\$50.00) per day will be reimbursed to the employee for actual meal expenses.

B. Mileage

Mileage will be paid for the use of an employee's vehicle on Town business, at a rate of forty-five (\$0.45) cents per mile.

C. Training and Conferences

If required to attend training or a conference, an employee will be compensated, in addition to paying tuition or fees, as follows. The employee will be paid their regular daily salary for travel to, attending, and travel from training or conferences on a regular work day. (Travel on Saturday or Sunday will be compensated, at the rate of 1 ½ times the employee's regular salary) if hours worked exceed forty (40) hours in that given week.