

ORDINANCE NO. _____

An Ordinance to amend Rule V-24 (E) Travel, regarding meal allowance, of the Personnel Policies and Procedures Manual for City Employees

BE IT ORDAINED by the Hammond City Council that Rule V-24 (E) Travel, regarding meal allowance, of the Personnel Policies and Procedures Manual for City Employees shall be amended to read as follows:

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E. Business Meal Allowance.

Meals purchased by an employee for City business are reimbursed differently for single day travel versus overnight travel. Meals purchased by an employee for City business will be reimbursed according to the General Services Administration Rates (available at www.gsa.gov website) which are in effect at the date of travel. Meal receipts are not required but the dates and meals claimed (breakfast, lunch, and dinner), including the City business purpose for the meals, must be documented on the travel reimbursement form.

Meal per diem is only paid after the travel with the correct documentation attached to a completed travel reimbursement form. A copy of the conference agenda, training or business schedule and the approved travel request form must also be submitted with the travel reimbursement form. If a meal is included as part of the conference, training or business registration, then the value of the provided meal will be deducted from the per diem.

For single day travel, one meal may be reimbursed if the travel exceeds six hours. The time of travel will determine which meal (breakfast, lunch or dinner) is reimbursed. Meals purchased by an employee during single day travel for City business will be treated as income received by the employee. As such, income taxes will be deducted from the reimbursement amount.

During overnight travel, meals purchased by an employee for City business will be reimbursed per diem. The first and last calendar dates of the travel are calculated at 75% of the per diem for that day.

If an employee has a special diet need due to a documented health condition and necessary meals or accommodations cannot be met by meals provided during the conference or training, the employee will be reimbursed per the allowable rate. Documentation that the special diet is required must be signed by a physician or similar medical provider and shall be provided prior to the travel. Documentation should be provided to the Human Resources Director so that verification notice may be sent to the Department Head.

~~Meal allowances shall be provided to accommodate for meals and other incidental expenses. The calendar day (midnight to midnight) is the unit for computing the meal allowance. For a fractional part of the day, at the beginning or ending of a continuous travel period, the 6-hour periods shown below are each considered to be considered as one quarter (1/4) of a calendar day.~~

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>
12:01 a.m. to 6:00 a.m.	6:01 a.m. to 12:00 p.m.	12:01 p.m. to 6:00 p.m.	6:00 p.m. to 12:00 a.m.

~~Compensation of meal allowances shall be on a quarter-day basis; the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends. For authorized trips not involving overnight accommodations or less than 24 hours, the City shall reimburse for meals, including gratuities, according to the following maximum limitations:~~

Meal Time	Maximum \$
<i>Breakfast</i>	\$10.00
<i>Lunch</i>	\$10.00

Dinner

\$20.00

~~Dinner period is defined as a meal eaten between the hours of 5 p.m. and 12 midnights. For travel of more than 4 hours but less than 8 eight hours, one meal may be authorized. For travel in excess of eight hours but not overnight, two meals may be authorized provided the employee is in travel status during the normal mealtime hours. Expenses for lodging shall be supported by receipt and shall be reimbursed to the employee on actual basis for reasonable accommodations.~~

~~F. Exceptions. On occasions, there may be justified exceptions to the above expenses such as an organized business luncheons in excess of the allowable lunch expense or travel where the allowances would not be reasonable. Such exemptions shall be approved by the Director of Administration or his or her designee and receipts furnished prior to the employee's reimbursement. Meal expense exceptions approved in excess of the normal allowable amount shall be reimbursed by adding the difference to the meal for such items. For example: A \$12.00 per person luncheon where the normal allowance is \$10.00; in this case, \$2.00 would be added to the meal allowance.~~

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The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting on _____, 2018 of the Hammond City Council and discussed at a public meeting held on _____, 2018 after motion and second was submitted to the official vote of the Hammond City Council.

On motion by _____ and a Second by _____, the foregoing ordinance was hereby declared adopted on _____, 2018 by the following roll call vote:

Votes: Johnny Blount (___) Jason Hood (___) Janice Carter Beard (___) Lemar Marshall (___) Mike Williams (___)

WHEREFORE the above and foregoing ordinance was declared duly adopted on this ____ day of _____, 2018, at Hammond, Louisiana.

ATTEST:

Tonia Banks, Clerk
Hammond City Council

Johnny Blount, President
Hammond City Council

INTRODUCED: _____, 2018

PUBLISHED: _____, 2018

ADOPTED: _____, 2018

DELIVERED TO MAYOR: _____, 2018

APPROVED BY MAYOR: _____, 2018

RECEIVED FROM MAYOR: _____, 2018