



**ORDINANCE NO. 18-5546 C.S.**

**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](http://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.

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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 **January 23, 2018** of the Hammond City Council and discussed at a public meeting held on **February 14, 2018** after motion and second was submitted to the official vote of the Hammond City Council.

On motion by **Councilman Jason Hood** and a Second by **Councilwoman Janice Carter Beard**, the foregoing ordinance was hereby declared adopted on **February 14, 2018** by the following roll call vote:

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

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 14th day of February, 2018, at Hammond, Louisiana.

ATTEST:

Tonia Banks

Tonia Banks, Clerk

Hammond City Council

Johnny E. Blount

Johnny Blount, President

Hammond City Council

INTRODUCED: January 23, 2018

PUBLISHED: February 2, 2018

ADOPTED: February 14, 2018

DELIVERED TO MAYOR: 2/21/18, 2018

APPROVED BY MAYOR: 2/21/18, 2018

RECEIVED FROM MAYOR: 2/21/18, 2018

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