

RESOLUTION 93- 16.2

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEXINGTON, NEBRASKA, as follows:

That as required by Section 11 of Legislative Bill 734, adopted by the 1993 Nebraska State Legislature, the City of Lexington hereby adopts the following as a uniform policy for payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees and volunteers of the City of Lexington:

EXPENSE AND REIMBURSEMENT POLICY

The City Manager is hereby authorized to approve payment or reimbursement for the following expenses incurred by elected or appointed officials, employees or volunteers, for educational workshops, conferences, training programs, official functions, hearings, or meetings, where attendance is either required or pre-approved by said City Manager:

1. Registration costs, tuition costs, fees, or charges;
2. Travel by City vehicles is required when possible; otherwise, mileage for use of personal vehicles at the rate allowed by Nebr. Revised Statutes section 81-1176 of the actual travel expense if travel is authorized by commercial or charter means;
3. For overnight travel, meal expense shall be reimbursed at a per diem rate of \$25.00 per day, or the applicable federal rate, whichever is more, or the actual amount of such expense as approved from an itemized claim;
4. For business meetings which include a meal, the actual expense may be reimbursed upon presentation of actual receipts, or the following shall be allowed without substantiation:
 - a. Breakfast \$5.00
 - b. Lunch 7.50
 - c. Dinner 12.50

5. Lodging should be charged directly to City when possible; Otherwise to be reimbursed for actual expense upon presentation of receipts;

6. City may provide non-alcoholic beverages to those attending public meetings;

7. City may provide non-alcoholic beverages and meals for individuals and volunteers who assist the City in special activities;

8. The City may provide one recognition dinner for elected or appointed officials, employees, or volunteers, with the cost per person not to exceed \$25.00;

9. The City may provide plaques or other gifts in recognition of participation or achievement by elected or appointed officials, employees or volunteers, the cost of which shall not exceed \$300.00;

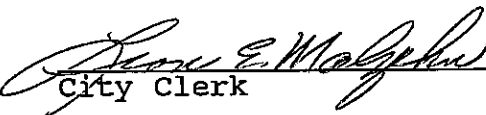
10. The City will reimburse meal expense for joint meetings with other governing bodies;

Passed and approved this ___ day of August, 1993.



John M. Wightman, Mayor

ATTEST:



City Clerk

