

RESOLUTION NO. 2012-86

A RESOLUTION AMENDING THE RULES AND REGULATIONS FOR THE REIMBURSEMENT OF EXPENSES AND FEES FOR MEMBERS OF THE WAYNE VOLUNTEER FIRE DEPARTMENT.

WHEREAS, rules and regulations pertaining to the reimbursement of fees and expenses of the members of the Wayne Volunteer Fire Department were established by Resolution 84-2 and re-established in amended form by Resolutions 94-75 and 96-53; and

WHEREAS, provisions of these rules and regulations need to be updated and revised so as to be consistent with the provisions and intent of Chapter Fifteen —Conferences and Travel of the City of Wayne Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that Resolution 96-53 is hereby rescinded, and any reimbursement of expenses and fees to members of the Wayne Volunteer Fire Department shall comply with the following rules, regulations, and procedures:

1. Approval. Approval for travel shall be received in advance through the Fire Chief and the City Administrator. Reimbursable expenses may include travel, meals, lodging and registration fees.

2. Mileage. The mileage reimbursement rate shall be as provided to other City employees and shall be paid only when a fire department vehicle is not available.

3. Meals. **Reimbursement guidelines for individual meal expenses shall be: Receipts shall be required for all meal expenses within a 200 mile radius. Reimbursement for individual meal expenses related to travel beyond a 200 mile radius shall not exceed \$42.00 per day unless accompanied by receipts. Receipts must be submitted for consideration of an exception or when they represent meals for more than one person.**

~~The maximum reimbursement for meal expense shall be (a) Breakfast, \$5.50; (b) Lunch, \$7.50; (c) Dinner, \$12.00. Receipts are not necessary for reimbursement of meal expenses that are within these guidelines. Exceptions may be granted for meals included as part of registration fees or special meetings. Reimbursement for individual meal expenses related to out of state travel beyond a 200 mile radius shall not exceed \$32.00 per day. Receipts must be submitted for consideration of an exception or when they represent meals for more than one person.~~

4. Lodging. Lodging expenses shall be documented by receipts. Individuals shall attempt to stay at the most reasonably priced hotel or motel. Individuals are encouraged to stay at the location of any convention or meeting. Individuals shall ask for government rates whenever registering and are encouraged to make all reservations through the Personnel Office to ensure the tax exemption, where practicable on the lodging. Lodging shall be double occupancy, except as may be permitted by the City Administrator.

5. Registration Fees. All registration fees may be reimbursed.

6. Miscellaneous Training Allotment. Payment of ~~\$20.00~~ **\$50.00** per day may be paid as a miscellaneous training allotment while attending qualified schools. This allotment shall apply to three schools, (a) Nebraska State Fire School; (b) Nebraska State Arson School; and (c) National Fire Academy, and any special school or meeting deemed necessary by the Fire Chief with prior written approval of the City Administrator. The annual meeting of the Nebraska State Volunteer Firefighters Association may be considered applicable hereto for up to three members of the Wayne Volunteer Fire Department.

7. Training Allotment Disqualification. Miscellaneous training allotment shall not be paid in the event that the member is receiving regular pay, school pay, instructor pay, or other payment from an employer or school, or any other entity, while attending a qualified school or special meeting.

8. Filing Requirements. Prior to registering for any school or attending any meeting, an agenda of the school or meeting shall be submitted by a member to the Fire Chief for consideration.

9. Payment Procedure. After attendance at a school or a meeting, the member shall submit to the Fire Chief, the school or meeting agenda, registration form, affidavit of attendance reflecting sign-in time and check-out time, schedule of use of fire department vehicles, and receipts reflecting expense incurred, and, in addition thereto, any information which is requested by the Fire Chief or City Administrator or their designees. Upon obtaining the properly filed documents, the Fire Chief may approve or disapprove any or all of said expenses. Thereafter, the Fire Chief shall submit the same, including copies of all the required documents, to the City Administrator, who shall approve or deny said claim. If the Administrator approves the claim, then the same shall be submitted to the City Council for further consideration. Failure to submit documents may result in the claim(s) being denied.

PASSED AND APPROVED this 6th day of November, 2012.

CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk