

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 20-04**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING TITLE 40 OF
THE PERSONNEL MANUAL**

WHEREAS, the Personnel Manual cites policy relating to employee per Diem during travel and training;
and,

WHEREAS, that per Diem currently has no dollar limit; and

WHEREAS, the US General Services Administration sets per Diem rates;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that the City's Personnel Manual shall be amended as follows.

Section I Title 40, Training and Travel Policies and Procedures
Section II Severability
Section III Effective Date

Section 1, Title 40, Training and Travel Policies and Procedures

E. Meal expense

1. Each employee shall be allowed a per Diem amount set by the U.S. General Services Administration (GSA).
 - a. Prior to travel, each employee shall submit the address of the training or destination to the Clerk/Treasurer, who will give the employee the per Diem rate as assigned by the GSA.
 - b. The Clerk/Treasurer shall print out documentation of the per Diem rate and maintain records as appropriate.
2. Meal expenses shall be reimbursed for employees engaged in official City business or while on approved travel/training.
3. Local meals will be reimbursed only when the person is attending a meeting as a representative of the City for a specific purpose and when the attendance will directly benefit the City. No reimbursement will be allowed for meetings that are of a social nature. City employees and officials are not allowed to pay for meals other than their own.
4. Meal reimbursement requests are to be itemized and submitted to the City Treasurer, with receipts attached. Receipts shall indicate the date, amount, and establishment name. Whenever possible, the receipt should also show the itemization of the food order. Any tip to a server must be included in the allowed per Diem amount.
5. The following restrictions shall apply to meal reimbursement:

- a. no reimbursement shall be made for meals included as part of the conference or workshop registration;
- b. no reimbursement shall be made for alcoholic beverages;
- c. no reimbursement shall be made for meals during regular working hours when the employee is making a routine trip for supplies or other City business;
- d. no reimbursement shall be made for routine meals with individuals, consultants, or employees, or on the way to local meetings.

Section II, Severability

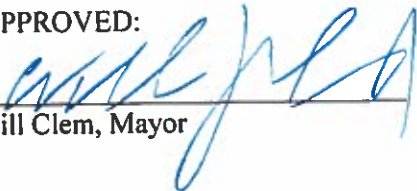
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section III, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 5th day of May, 2020.

APPROVED:



Bill Clem, Mayor

ATTEST/AUTHENTICATED:



Lisa Stowe, Clerk/Treasurer