

Presented by: The Manager  
Introduced: 01/06/92  
Drafted by: D.B.P.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1548

A RESOLUTION AMENDING THE CITY AND BOROUGH PERSONNEL RULES TO REVISE THE RULE ON TRAVEL ALLOWANCE.

WHEREAS, the manager has developed a new travel policy, the purpose of which is to further contain travel costs and provide equitable guidelines for reimbursement of reasonable and necessary expenses incurred by employees as the result of travel on CBJ business or to receive training, and

WHEREAS, the city and borough strongly supports training for employees at all levels as a critical element in delivering quality public services, and

WHEREAS, the city and borough is dedicated to keeping all travel and training costs as low as possible, and

WHEREAS, the staff personnel rules committee has reviewed the new travel policy and the current personnel rule on travel allowance, and

WHEREAS, the committee recommends the adoption of this resolution in order to make the Personnel Rules consistent with the new travel policy;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

\* Section 1. Amendment of Rule. CBJ Personnel Rule 18 PR 040 is amended to read:

18 PR 040 TRAVEL REIMBURSEMENT.

(a) An employee required to travel out of the CBJ for business purposes will be reimbursed for all authorized transportation expenses.

(b) The department director may authorize a travel advance not to exceed the total estimated travel reimbursement.

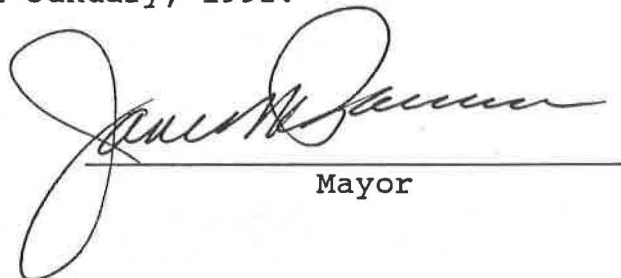
(c) The employee will be reimbursed for actual room expenses up to \$80.00 per night when the employee secures lodging in a hotel, motel or other commercial rooming facility. The Manager may increase the reimbursement for actual room expenses in cases where the travel is required work duty and suitable lodging cannot be obtained for under \$80.00 per day.

(d) Meal allowance is \$35.00 per day. The meal allowance will be prorated for partial days of travel according to the following schedule:

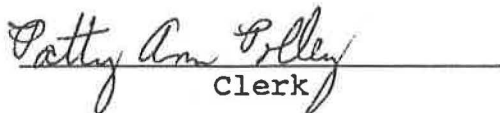
Breakfast	\$ 7.00	midnight to 10:00 a.m.
Lunch	\$10.00	10:00 a.m. to 3:00 p.m.
Dinner	\$18.00	3:00 p.m. to midnight
Total	<u>\$35.00</u>	

\* Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 6th day of January, 1992.

  
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Mayor

Attest:

  
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Clerk