



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: June 28, 2016

TO: Honorable Mayor and Members of the City Council
FROM: Mark Sorensen, City Administrator
Subject: Administrative Policy – City Issued Credit Cards

Council is asked to consider amending the working draft of the Administrative Policy to accommodate the issuance of City credit cards.

Via a state purchasing arrangement to which the City may participate we have ordered credit cards. Staff has completed the necessary applications, and has begun the participation process.

The section under "Credit Cards" below has been modified to accommodate the program. .

Recommendation: Review the policy and direct staff.

Mark Sorensen, City Administrator

Expense Reimbursement

Purpose: To establish policies and procedures regarding expenses, advances and reimbursements incurred while on city business by Biggs officers and employees.

Policy

It is the policy of the city that its Council Members, officers and employees shall be reimbursed for expenses incurred by them during their performance of their official duties, so long as reimbursement for such expenses has been appropriated in the Annual Budget.

Expense reimbursement is not authorized for expenses incurred by dependents of officers or employees who may from time to time accompany them while performing their defined official duties (excepting hotel/motel room rates in instances where a hotel or motel does not charge a rate for a single occupancy).

Per Diem Allowances and Mileage Allowances for expense reimbursement shall be as promulgated from time to time by the United States General Services Administration (for information on obtaining current reimbursement allowances, see “Reimbursement Allowance Resources” following in Section IV. below). The City Administrator/Finance Director (CA/FD) shall ascertain annually in January the currency of these allowances

Allowances for individual meals are shown on the “Report of Incurred Expenses” form attached and apply to reimbursement for individual meals for expense events occurring in any location. The City Administrator is authorized to adjust these individual meal allowances for meal costs incurred to assure they are reasonably reflective of meal costs incurred.

The Individual Meal Allowances and Per Diem Allowances may be exceeded to the extent that the actual cost of conference, civic function, business meeting meals and like events exceed the Per Diem amounts with the approval of the City Administrator.

Expense Reimbursement for any expense event not provided for in City Policy shall be subject to the prior approval of the City Administrator (or in the instance of reimbursement for the City Administrator, by the Mayor).

Procedures

Report of Incurred Expenses

All expenses incurred while on city business shall be reported on a “Report of Incurred Expenses” form filed with the CA/FD within thirty calendar days following the expense event. The Report shall reflect all of the expenses incurred by the officer or employee, whether paid by them personally or charged on a city credit card.

Copies of all available receipts, such as registrations, car rentals, meals, etc., and all credit card slips shall be attached to the Report.

The Report shall be forwarded to the City Administrator for review/approval. Reports for the CA/FD shall be forwarded to the Mayor for review/approval. If the City Administrator questions an item or items on a Report, he or she shall review it with the claimant. The decision of the City Administrator with regard to the item(s) shall be final.

Credit Cards

Officers and employees who need to use a city credit card shall be issued one by the City Clerk/Senior Account Clerk.

When the credit card is used to pay for expenses, the credit card receipt shall be annotated with the City business purpose of the charge and, in the case of meal charges, the names of the person(s) for whom meals were purchased.

All credit card charges shall be listed on a Report of Incurred Expenses for the expense event and all credit card receipts shall be attached to the Report.

Only City of Biggs business related charges are to be charged to City credit cards or to City charge accounts. Loss of a City credit card must be reported in writing or via email to the City Clerk immediately upon discovery.

Advances

Hotel/Motel Reservations, Registration Fees, Commercial Travel

Whenever possible, payments for commercial travel, hotel/motel reservations, registration and other identifiable costs should be made in advance directly to the vendor by either city check or credit card (preferable).

Advance payments shall be made as outlined below.

Officer or Employee Incurred Expenses

Advances shall be made for officer or employee incurred expenses only under the following conditions:

When an officer or employee feels he or she will be expending in excess of \$100 of his or her own funds; When a credit card is not available for use; When advance payment to a vendor is not possible.

Procedure for Obtaining Advances

An officer or employee requesting an advance for incurred expenses or direct payment to a vendor shall request the advance from the City Clerk/Senior Account Clerk no less than five working days prior to the date of departure on the city business.

The City Administrator shall review the request and if correct and compliant with this Policy, return it to the Deputy City Clerk/Senior Account Clerk for payment.

Officer/Employee Advance – When approved by the City Administrator, a check in the amount of the advance will be issued and provided to the officer or employee at least two working days prior to their departure. The City Administrator is authorized to approve his or her advance request.

Vendor Advance – When approved by the City Administrator, a check in the amount of the advance for direct payment to the vendor will be mailed directly to the vendor.

Upon return of the officer/employee, a “Report of Incurred Expenses” shall be filed with the City Administrator in accordance with Section IV. A. above.

Reimbursements

An officer or employee requesting reimbursement for incurred expenses shall file with the Deputy City Clerk/Senior Account Clerk a “Report of Incurred Expenses” form no less than forty five working days following his or her return from the city business.

The City Administrator shall review the Report and if correct and compliant with this Policy, return it to the Deputy City Clerk/Senior Account Clerk for payment. A check in the amount of the reimbursement will be issued and provided to the officer or employee.