

A RESOLUTION ADOPTING POLICIES WITH RESPECT TO EMPLOYEE EXPENSE REIMBURSEMENT

WHEREAS, the Finance Committee of the Village of Richfield has analyzed the expense reimbursement policies of a number of communities; and

WHEREAS, the Finance Committee of the Village of Richfield has recommended an expense reimbursement/travel policy as suggested by the State Auditor.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Richfield, State of Ohio:

SECTION 1. That the following is hereby adopted as the expense reimbursement travel policy for all employees of the Village of Richfield:

- (1) Mileage - as permitted by Internal Revenue service
- (2) Hotel - Reasonable reimbursement as determined by the Finance Director.
- (3) Meals - \$35.00 per day
- (4) Tips - None
- (5) Phone - For business purposes only
- (6) Parking - Reasonable reimbursement as determined by the Finance Director.
- (7) Basis/Pay - Eight (8) hour day.

SECTION 2. That the Finance Director is hereby authorized to implement the foregoing policy. Written documentation and receipts may be required to obtain the reimbursement and shall be required to obtain reimbursement when available.

SECTION 3. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: August 1, 1995

Patricia S. Healey
President of Council

[Signature]
Mayor

Dated: 8/8/95

ATTEST:

[Signature]
Clerk of Council