

A RESOLUTION ADOPTING POLICIES WITH RESPECT TO EMPLOYEE EXPENSE REIMBURSEMENT, REPEALING RESOLUTION NO. 52-1995 AND DECLARING AN EMERGENCY

WHEREAS, the Finance Committee of the Village of Richfield has reviewed the current employee expense reimbursement policies; and

WHEREAS, clarification was needed on several items and requested by the Administration.

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

SECTION 1. That the following is hereby adopted as the expense reimbursement travel policy effective January 1, 2003 for all employees of the Village of Richfield:

- (1) Mileage – Point of departure shall be Village Town Hall; rate as permitted by Internal Revenue Service.
- (2) Hotel – For multiple day business trips only, reasonable reimbursement as determined by the Finance Director.
- (3) Meals – For multiple day business trips only, not to exceed \$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 for out-of-town training, seminars, etc.

SECTION 2. That the Finance Director is hereby authorized to implement the foregoing policy. For definition purposes, “multiple day business trips” are trips in excess of 150 miles one way. Written documentation and receipts will be required to obtain any reimbursements.

SECTION 3. That Resolution No. 52-1995, as it existed prior to January 1, 2003, be, and the same hereby is, repealed effective January 1, 2003.

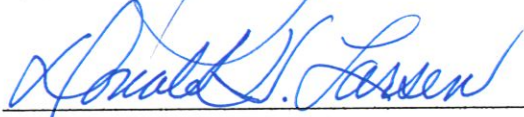
SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare and for the further reason that it is immediately necessary in order to be effective January 1, 2003;

Resolution No. 5-2003 (Continued)

wherefore, provided this Resolution receives the affirmative vote of two-thirds of the members of Council elected or appointed, it shall take effect January 1, 2003; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: January 7, 2003


President of Council


Mayor

Dated: 1/8/2003

ATTEST:


Clerk of Council