

**WHEN RECORDED MAIL TO:**

**CITY OF SAN LUIS  
ATTN: SONIA CORNELIO, CITY CLERK  
P.O. BOX 1170  
SAN LUIS, ARIZONA 85349**

The above area is to be reserved for recording information

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**CAPTION HEADING:**

Resolution No. 1087:  
Approving an amendment to the Personnel Policies for per diem rates for meals



# Resolution

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

## RESOLUTION NO. 1087

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS APPROVING AN AMENDMENT TO THE PERSONNEL POLICIES FOR PER DIEM RATES FOR MEALS.

**WHEREAS**, Resolution No. 750 adopted the “City of San Luis Personnel Policies” dated July 1, 2008;

**WHEREAS**, the City Council desires to amend said policies for the purpose of efficiency of processing mileage reimbursements and per diem rates for meals and providing fair reimbursement for City business;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of San Luis, Arizona, as follows:

Section 1: that HR-3-07(A) attached hereto as Exhibit “A”, is hereby amended to add subsection 5(a) to state:

“Meals for travel within the borders of the State of Arizona including Indian Countries within the Arizona borders shall be reimbursed at the following rates:

Breakfast: \$10.00

Lunch: \$17.00 and

Dinner: \$32.00.”

Section 2: that HR-3-07(A) is further hereby amended to add subsection 5(b) to state:

“Meals for travel outside of the State of Arizona shall be reimbursed by reference to the federal Travel Regulations of the General Services Administration (GSA) as posted on its website on the date the employee requests per diem meal reimbursement approval.

<http://www.gsa.gov/portal/category/100120>. The GSA rate for ‘incidental expenses’ for the purposes of City of San Luis per diem reimbursement shall mean taxes on meals and TIP’s on meals.

Section 3: HR-3-07(A) is further hereby amended to add subsection 5(c) to state:

"Employees are eligible for per diem meal reimbursement if they are in travel status whether in-state or out-of-state as follows:

Breakfast, employee must be in travel status before 6:00 a.m.

Lunch, employee must be in travel status from noon to 2:00 p.m., and

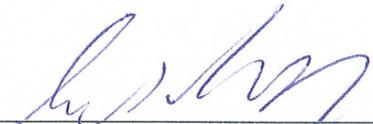
Dinner employee must be in travel status after 6:00 p.m."

Section 4: HR-3-07(A) (4) is repealed and amended to state:

"Mileage reimbursement is \$0.505 per mile. Employees claiming mileage reimbursement must submit a log form to their supervisor for approval and then forward it to the Finance Department.

**PASSED AND ADOPTED** by the Mayor and City Council of the City of San Luis, Arizona,

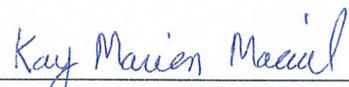
this 25<sup>th</sup> day of February, 2015.

  
\_\_\_\_\_  
Gerardo Sanchez, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Kay Marion Macuil, Assistant City Attorney

**Purpose:** To establish a policy for travel reimbursement expenses and to define in-travel status.

#### **HR-3-07. Travel**

- A. Travel reimbursement is not a payment but an employee's reimbursement of travel expenses for travel assigned by the City and shall not be considered wages. The following guidelines apply:
1. Reimbursement is for approved travel only which was for business reasons.
  2. When possible, the use of the most economical mode of transportation should be used and not the employee's convenience.
  3. The use of city vehicles should be considered before an employee is authorized to use their personal vehicle. The supervisor must approve the use of an employee's personal vehicle prior to travel.
  4. Mileage reimbursement shall be the amount authorized by the federal government under the Internal Revenue Service in the computation of mileage reimbursement. Employees claiming mileage reimbursement must submit log form to supervisor for approval and then forward it to the Finance Department.
  5. The lodging allowance and meal per diem shall be determined in advance in a schedule approved by the Finance Director and the City Administrator.
  6. Travel arrangements including per diem, lodging, and transportation advance or reimbursement must be approved in advance by the Department Head, the City Administrator, and the Finance Director.
  7. Employees are allowed reimbursement of one call home per day when out of town in business.
  8. Employees shall not purchase, request advance or reimbursement for alcohol products from City funds.