

RECORD OF ORDINANCES

2-10

Ordinance No. 2008-10

Passed June 23, 20 08

CITY OF BELLBROOK, OHIO

ORDINANCE NO. 2008-10

AN ORDINANCE AMENDING CHAPTER 254.16, "EMPLOYEES GENERALLY," OF THE BELLBROOK MUNICIPAL CODE WHICH SETS FORTH THE CITY'S PERSONNEL POLICIES REGARDING REIMBURSEMENT OF CITY-RELATED TRAVEL EXPENSES AND DECLARING AN EMERGENCY

WHEREAS, the City Manager has recommended that an amendment be made to Chapter 254 of the Codified Ordinances of the City of Bellbrook in order to modify employee policies relating to reimbursement of travel expenses to assure proper reimbursement to employees and officials who travel on official City business.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. That the following amendment in the form of an addition to Chapter 254, Employees Generally, of the Codified Ordinances of the City of Bellbrook be approved:

254.16 EXPENSE ACCOUNTS.

(c)

(3) Lodging. If official City business requires an official or employee to stay overnight away from the City, reimbursement for lodging will be made [up to the amount listed on the GSA lodging per diem rates, plus tax. (Published at www.gsa.gov web site for per diem rates.)] on preapproved travel for adequate lodging, including tax, when accompanied by a receipt. The person traveling on City business shall attempt to arrange hotel/motel accommodations which are economical. Reservations shall be limited to medium-priced rooms, when available and practical.


Section 2. That this Ordinance is presented as an emergency measure because employees and officials need to be appropriately reimbursed for travel expenses.

Section 3. That this Ordinance shall take effect and be in force from immediately upon adoption.


Passed this 23rd of June, 2008.


MARY C. GRAVES, MAYOR

ATTEST:


JILL D. ROSNER, Clerk of Council

APPROVED AS TO FORM:


Richard A. Freudenberger
Municipal Attorney