

Introduced by: Murphy
Date: 06/19/12
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-055**

**A RESOLUTION REVISING BOROUGH POLICY TR-02,
REIMBURSEMENT OF BUSINESS MEALS**

WHEREAS, in Resolution 2011-031 the Assembly amended Borough Policy No. TR-02, Reimbursement of Business Meals, to provide that the mayor and assembly president should be afforded some discretion to authorize exceptions to these policies where appropriate, fair, and consistent with good public policy; and

WHEREAS, further Resolution 2011-031 provided that upon further review, minor revisions to the wording of the policies without changing their meaning were also in order; and

WHEREAS, it has been determined that for Assembly members, having the option to choose their method of reimbursement is in the best interest of the borough;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the attached Borough Policy No. TR-02 Reimbursement of Business Meals, revised June 19, 2012, to grant Assembly members the option of which reimbursement method to use is approved.

SECTION 2. That this resolution shall take effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS
19TH DAY OF JUNE, 2012.**



Gary Knopp, Assembly President

ATTEST:



Johni Blankenship, Borough Clerk



Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp
No: None
Absent: None

EXCEPTION APPROVAL

Reimbursement of Business Meals

Purpose

To establish policy and procedure for reimbursement of business meal expense, this policy would be an exception to the Borough's per diem policy.

Policy

1. It is the policy of the Borough to reimburse employees for actual meal expenses incurred or, for Assembly members who choose, at the per diem reimbursement rate as identified in the borough travel policy, during their participation in Borough business under the following conditions:
 - Assembly members while conducting Borough business.
 - An employee is attending a meeting or similar function as an official representative of the Borough, and the business or program presentation is carried on during the meal for which the employee must pay.
 - An employee is engaged in negotiations or officially consulting with a representative of another government agency or commercial concern with which the Borough is cooperating or doing business and the meeting is for the benefit of the Borough. The employee may extend the courtesy of paying the guests meal and be reimbursed for the guests and his/her own meal.
 - The Mayor or designee (and spouse) is officially representing the Borough at a convention, banquet or similar function.
 - An employee is requested by their department head to work through lunch.
2. A service gratuity of up to 15% will be reimbursed when paid as part of the meal.
3. Reimbursement shall not be allowed for alcoholic beverages.
4. Reimbursement shall not be allowed for room service in excess of the standard per meal rate.
5. Receipts must accompany credit card charges.
6. The Borough Mayor and Assembly President, as applicable, are the only persons authorized to approve any exceptions to this policy.

Approved: _____

Date: _____