

Excerpt from City Charter

http://library.municode.com/HTML/14784/level3/PTIICOOR_CH2AD_ARTIINGE.html#PTIICOOR_CH2AD_ARTIINGE_S2-6RETR

Sec. 2-6. Reimbursement and travel.

- (a) The mayor and councilmembers shall be reimbursed for their own reasonable travel expenses incurred in connection with city business related to travel outside the city, and those cities that share borders with the city.
- (b) Overnight travel. The city shall reimburse the mayor or councilmembers for actual expenses of meals incurred in connection with overnight travel, lodging, ground transportation and incidental expenses incurred in connection with city business.
- (c) Expense reports. Within 60 days after incurring the aforementioned expenditures, the mayor or councilmembers shall file with the city manager a signed travel expense form setting forth the reasonable expenses incurred for which city payment is sought. Original receipts documenting each expense over \$10.00 must accompany the form, except for reasonable and customary out-of-pocket expenses such as tolls, valet services, gratuities, and mileage. If a travel expense form has not been filed within 60 days after incurring an expenditure, the city shall not reimburse such expenses.
- (d) Notwithstanding any provision to the contrary, no expenses shall be reimbursed that exceeds the maximum expense amount allowed by the Charter.

(Comp. Ords. 2008, ch. 2, art. 1, § 6)