

CITY OF TEMPLE

ADMINISTRATIVE DIRECTIVE

AD# 12

Issue date: 10/01/95

Effective date: 10/01/95

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SUBJ: LOCAL EXPENSE REIMB. PROCEDURES FOR MAYOR & COUNCILMEMBERS

PURPOSE: This Administrative Directive has been created to outline the procedures to reimburse the Mayor and Councilmembers for local expenses in and around Temple. Reimbursement for non-local expenses will follow the established procedures for all City of Temple employees as outlines in Administrative Directive #4.

POLICY: Local expense reimbursements can be obtained from the City at any time of the month. All receipts and mileage information should be submitted to Clydette Entzminger, City Secretary. The Mayor or Council Member who is submitting local expense reimbursement information for payment needs to sign the "Local Expense Form" before it is processed for payment. The following information will be required when submitting reimbursement requests. Total local expenses to be reimbursed may not exceed annual budgeted and appropriated amounts (currently, Mayor \$7,200 and Councilmembers \$3,600).

PROCEDURES:

1.) All receipts for meals should include the following information:

- a. Amount of expense
- b. Date expense incurred
- c. Place/name and address or location of restaurant
- d. Name of guest
- e. Business purpose

If this information is not on the front of the receipt, the above required information can be written on the back of the receipt.

2.) Mileage information - total number of miles driven related to City business.

3.) Any other local expenses requested to be reimbursed should have receipts that include the following information:

- a. Amount of expense
- b. Date of expense
- c. Description of expense
- d. Name of guest
- e. Business purpose

If this information is not on the front of the receipt, the above required information can be written on the back of the receipt.

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Upon approval by the Director of Finance, Finance will return the local expense form to the City Secretary. If the amount due is greater than \$50.00, a purchase requisition will be prepared. The local expense form and receipts will be attached to the purchase requisition and sent to purchasing for processing. A check will be issued for the local expense reimbursement.

If the amount due is less than \$50.00, a petty cash slip should be prepared. A copy of the petty cash slip should be attached to the expense form. After a copy of the petty cash slip is attached to the travel expense form, the local expense form should be sent to Finance.

The intent of these procedures is to reimburse the Mayor and Councilmembers for local expenses in and around Temple. Reimbursement for non-local expenses will follow the established procedures for all City of Temple employees as outlines in Administrative Directive #4.

**Mayor and Councilmembers
Local Expense Form**

Name: _____

Dates: From _____ To _____

ALL RECEIPTS MUST BE ATTACHED

Expense Detail:	
Meals	
Tips	
Mileage: _____ @ .30/mi.	
Other (itemize)	
Total	a.

Signed By: _____

FOR FINANCE DEPARTMENT USE

ONLY

Amount Appropriated	b.	
Amount of Previous Requests	c.	
Current Request (amount from a.)	d.	
Remaining Balance	e.	

Account Number: 10-10-5513

Finance Approval: _____

Dir. of Finance Approval: _____