

**An Ordinance of the Haines Borough amending the Haines Borough Personnel Code Sections 2.78.010 and 2.78.040 to clarify Per Diem and Travel Expenses.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Title 2.78.010. Section 2.78.010 of the Haines Borough Code is hereby amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

2.78.010 Per-diem allowance/car rental. **Borough Travel Expenses.**

~~A. Elected officials and personnel, or others representing the Haines Borough, while traveling on official borough business and away from their designated post or areas of duty, shall be entitled to: furnished tickets or ticketed transportation and a per diem allowance not to exceed \$50.00 per day.~~

**A. Meal Per Diem. Meal allowance shall not exceed \$50.00 per day and shall accrue pursuant to administrative policy.**

**B. Reasonable lodging. Such reasonableness shall be determined by the manager.**

**C. Transportation to and from destination.**

**1. Ticketed transportation, including ferry and/or coach-class airplane, or**

**2. Use of borough-owned vehicle, or**

**3. Use of private vehicle in lieu of tickets.**

**a. Mileage rate. The business mileage rate is as specified annually by the I.R.S.**

**b. Reimbursement for actual costs of ferry fare, bridge, road and tunnel tolls shall be granted.**

**c. Where two or more people are traveling in the same direction, and it is possible to share a privately-owned automobile or airplane, the mileage permitted shall be allowed for only one.**

**d. Where private vehicle mileage and related meal per diem is chosen by the employee or representative over the cost of air travel and related meal per diem for the same trip, the borough shall pay the lesser of mileage and meal per diem expenses paid at the business mileage rate as specified annually by the I.R.S., or the cost of airfare and related meal per diem.**

**e. Unless specifically required by the borough that a private vehicle be used, and where private vehicle mileage and related per diem is chosen by the employee over the cost of air travel and related per diem for the same trip, travel and**

related per diem expenses will be paid for at whichever method is the most cost effective to the borough.

D. Transportation while at the destination.

1. Common Carrier or Taxi. The borough shall reimburse for the reasonable transportation costs incurred during borough travel. Such reasonableness shall be determined by the borough manager.

~~2. B. Rental Car.~~ If the use of a rental car is justified and approved by the manager, the borough will reimburse the employee **or representative** for the cost of an appropriately-sized rental car plus the cost of fuel for a reasonable number of miles based upon the required use for borough business. The borough employee or representative shall be responsible for all parking fees and tolls, and all violations while driving a rental car including fines and expenses. Any rented vehicle must be returned to the rental company with a full fuel tank. No reimbursement for fuel replaced by the rental company will be reimbursed to the employee.

Actual and reasonable expenses in excess **of the above** may be reimbursed upon manager approval.

Section 5. Amendment of Title 2.78.040. Section 2.78.040 of the Haines Borough Code is hereby amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
STRIKETHROUGH ITEMS ARE DELETED

2.78.040 Travel allowance. **Reserved.**

In addition to per diem reimbursement for travel expenses, there shall be allowed at the following rate:

~~A. By Common Carrier or Taxi. The common carrier fare, or the cost of charter or other special hire, if essential, and other similar fares as necessary for the efficient performance of official duties. No reimbursement shall be allowed for more than the lowest tourist class fare for the most direct route unless:~~

~~1. Tourist class accommodations were not available;~~

~~2. Waiting for tourist class accommodations would occasion delay harmful to the borough;~~

~~3. The department head finds that travel by tourist class accommodations is not in the best interest of the borough and authorizes other accommodations.~~

~~B. By Private Vehicle. The standard government mileage rate as specified annually by the I.R.S. for occasional use of privately owned vehicles. Reimbursement for actual costs of ferry fare, bridge, road and tunnel tolls shall be granted. Where two or more employees are traveling in the same direction, and it is possible to share a privately owned automobile or airplane, the mileage permitted shall be allowed for only one.~~

~~C. Unless specifically required by the borough that a private vehicle be used, and where private vehicle mileage and related per diem is chosen by the employee over the cost of air travel and related per diem for the same trip, travel and related per diem expenses will be paid for at whichever method is the most cost effective to the borough.~~

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 8<sup>th</sup> DAY OF AUGUST, 2017.

ATTEST:

  
Julie Cozzi, MMC, Borough Clerk

  
Janice Hill, Mayor



Date Introduced: 07/11/17  
Date of First Public Hearing: 07/25/17  
Date of Second Public Hearing: 08/08/17