

VILLAGE OF AKRON
TRAVEL POLICY ORDINANCE
ORDINANCE NO. 1335

AN ORDINANCE TO REGULATE TRAVELING OUTSIDE OF THE VILLAGE OF AKRON.

BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF AKRON, MICHIGAN THAT:

SECTION 1. APPROVAL:

The Village President is authorized to grant permission for out-of-state trips and conferences. All out of town travel must have prior approval of the Village President or Village Council. Department heads will go directly to the Village President for permission, while employees will go to their supervisors. The request should be presented to the Village President, detailing the purpose, destination, mode of travel, estimated cost, and dates of departure and return.

SECTION 2. LODGING:

Officials and employees will be reimbursed for the actual cost of lodging on approval out of town travel. Receipts for lodging must be submitted with the travel expense voucher.

When an employee, on travel status, shares a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

- A.** If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the Village, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
- B.** If the hotel or other lodging is shared with one or more village officials or employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the room. It is encouraged, were feasible, that travelers share the same room.

SECTION 3. MILEAGE:

The Village President or Village Council must approve the use of an employee-owned vehicle on Village business. Employees using their personal vehicle for Village business will be reimbursed at the then current United States Internal Revenue Services (IRS)

allowable reimbursement rate. Mileage must be documented on the travel expense voucher. Traffic and/or parking fines will not be reimbursed.

SECTION 4. MEALS

When attending to Village business, officials and employees will be reimbursed for actual expenses for meals. The total reimbursement for all meals in one day (less gratuities) shall be limited to a combined maximum of forty dollars (40). The Village does not reimburse for alcoholic beverages. All meal reimbursement requests must be documented on the travel expense voucher and shall include a receipt.

SECTION 5. GRATUITIES:

Reimbursement for gratuities for meals and lodging shall not exceed twenty percent (20) of a valid charge. Gratuities shall be documented on the travel expense voucher.

SECTION 6. OTHER EXPENSES:

Only those expenses directly incidental to the trip will be reimbursed. Under no circumstances will expenses of a personal nature be included in the charge against public funds.

SECTION 7. EXPENSES FOR SPOUSES:

Expenses for spouses of employees who attend conferences or conventions shall not be paid from public funds.

SECTION 8. EXPENSE VOUCHER:

Expense vouchers, available from the Village Clerk, are to be completed to include the following information:

- A.** Date and time of departure from Akron.
- B.** Date and time of arrival to Akron.
- C.** Nature of business.
- D.** Destination.
- E.** Total distance traveled in miles (for mileage reimbursement requests).
- F.** Record of all meals, lodging, and other expenses incurred on the trip which you wish to have reimbursed.
- G.** Amount of travel advance, if any.

The Village President and/or Village Clerk shall review all vouchers before reimbursement of expense is made.

SECTION 9. TRAVEL ADVANCE:

Based upon the cost estimate of the trip, advance money may be obtained with prior approval of the Village President.

SECTION 10. VALIDITY:

- A. All Ordinances or part of any Ordinance in conflict herewith are hereby repealed.
- B. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 11. ORDINANCE IN FORCE:

This Ordinance shall be in full force and effect from and after its passage and approval and publication by law.

This Ordinance was enacted by the Village of Akron at a Special meeting held at the Council Chambers in said Village on the 22nd day of April 2025.

Yeas: 5

Nays: 0

Absent: 0



Roxanne Huizar, Village President