

EMPLOYEE EXPENSES

Employees required to use their personal vehicle in the pursuit of proper and necessary City business, on a daily or special trip basis shall be entitled to either a monthly reimbursement and a weekly gas allotment or reimbursement at a predetermined mileage rate.

When employees are required to use personal vehicles for City business, such employees will declare such use on their application for liability insurance and the difference between their non-business use premium and their business use premium shall be reimbursed.

Please note that requirements for reimbursement of the difference between business and personal use auto insurance are as follows:

1. Individual must be required and authorized by Department Director to use personal vehicle daily for City business.
2. Reimbursement occurs at the end of a policy year upon presentation of:
 - a. Cancelled check or other proof of payment of the full business use insurance premium.
 - b. A quotation dated at the beginning of the policy term for both business and personal use premiums detailed by coverage (collision, comprehensive, liability, etc.) signed by the insurance broker.
 - c. A copy of the insurance policy showing premium determination and policy number.
 - d. A letter from the broker at the end of the policy term indicating that the insurance (by policy number) was in full force and effect

throughout the year and showing any credits, rebates or discounts paid in due.

Note that item (b) should be presented with a purchase requisition to encumber the appropriate funds and the other items should be submitted with the advice for payment.

When any class of employment requires the use of specialized equipment such as uniforms, rain gear and safety equipment, these shall be provided and maintained by the employer at no expense to the employee. Outside employee and those wearing work clothes not otherwise covered above, shall receive an annual allowance for the maintenance of clothing used in the course of their duties. Any class of employee not provided with work clothes but required to perform outside work or labor which calls for maintenance of personal work clothes outside of normal wear and tear shall be given an annual allowance. The City shall supply all work clothes and uniforms which employees are required by the City to wear. The employee shall receive an annual maintenance.

Employee using their own tools in the course of their employment shall receive an annual allowance.