

**CITY OF GUSTAVUS ALASKA  
RESOLUTION CY16-13**

**A RESOLUTION FOR MILEAGE REIMBURSEMENT FOR CITY EMPLOYEES AND  
CITY COUNCIL MEMBERS**

**WHEREAS**, the City of Gustavus does not have City-owned vehicles for use by employees and council members; and

**WHEREAS**, it is oftentimes necessary for City employees and council members to use their personal vehicles in the performance of their jobs and duties; and

**WHEREAS**, the use of their personal vehicles for the performance of their job and duties is an added expense for fuel and maintenance; and

**WHEREAS**, this added expense is not a part of the City employee's salary; and


**WHEREAS**, the use of a personal vehicle by a City council member, a volunteer position, may exceed what could be considered reasonable use; and

**NOW THEREFORE, BE IT RESOLVED** that City employees and City council members may submit a request for mileage reimbursement for use of their personal vehicle in the performance of their job or City business.

**PASSED** and **APPROVED** by the Gustavus City Council this 14<sup>th</sup> day of November, 2016, and effective upon adoption.



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Tim Sunday, Mayor



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Attest: Lori Ewing, City Clerk/Treasurer

**CITY OF GUSTAVUS**

**POLICIES AND PROCEDURES**

**POLICY ON MILEAGE REIMBURSEMENT TO CITY EMPLOYEES AND COUNCIL MEMBERS FOR PERSONAL VEHICLES USED DURING THE PERFORMANCE OF THEIR JOB OR CITY BUSINESS**

**POLICY:**

City employees and Council members may request mileage reimbursement for personal vehicles used for travel related to City or department business

**PROCEDURES:**

Mileage logs will be maintained per IRS specification and need to include the date, start and finish odometer readings, destination, purpose for the travel, and total miles driven.


Payment for mileage will be determined by the business mileage rates set forth annually by the IRS.

Mileage logs will be submitted within 10 days of the end of a calendar quarter (March 31, June 30, September 30, and December 31) to the Mayor for review and approval.

Funds will be disbursed from the employee's or Council Member's respective department budget.

Each department budget will have a line item designated for mileage reimbursement for private vehicles used in the performance of City or department business.

The City Clerk/Treasurer will release the funds after Mayoral approval and verifying that the funds are available.

  
Signed

Mayor of the City of Gustavus

11-23-2016  
Date