

**CITY OF PAYETTE, IDAHO
Resolution # 2021-07**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL TO ADOPT
AMENDMENTS TO THE CITY OF PAYETTE PERSONNEL POLICY**

WHEREAS, the City of Payette has sought to develop policies and memorialize them in writing so that they may serve as guidelines for the operation of the City and its employees and provide for the successful and efficient functioning of the City of Payette; and,

WHEREAS, it is the desire of the Mayor and City Council to amend the City of Payette Personnel Policy as follows for clarity on travel and per diem allowance.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PAYETTE, IDAHO:

Section 1. That the new and revised City policies, a copy of said policies marked Exhibit "A" and attached hereto and incorporated herein by reference, be, and the same are hereby approved as to both form and content and shall supersede and take the place of the existing policy sections upon the effective date.

Section 2. That the City of Payette policies approved herein be compiled into the City of Payette Personnel Policy.

Section 3. That this Resolution shall be a full force and effect following its adoption and approval and the sections of the Personnel Policy approved herein shall supersede and replace the existing sections.

ADOPTED by the Payette City Council and APPROVED by the Mayor of the City of Payette this 6th day of July 2021.


Jeffrey T. Williams, Mayor

Attest:



City Clerk

EXHIBIT "A"

F. Travel

While traveling on City business, each employee is expected to conduct **himself themselves** in a manner that will not discredit the City. While on City business, employees may be reimbursed for **actual** expenses incurred which may include travel reimbursement, conference registration, meals, and lodging. Meals may be **reimbursed following the State of Idaho per diem allowance attached below. at a rate of \$7 for breakfast, \$10 for lunch and \$15 for dinner with a limit of \$30 per diem.** A per diem reimbursement for meals shall include the cost of the meal, meal gratuities, and tips. A City employee should always take advantage of meals included in the price of a business seminar, conference, etc. Where meals are provided at conferences and included in the registration fees, reimbursements shall not be requested.

All travel expenses that have been paid by the employee shall be requested on the City's reimbursement form and signed by the supervisor.

Any questions concerning reimbursable expenses should be directed to the Human Resource Administrator.

Maximum Per Diem Allowance

Daily Per Diem Allowance

(a) In State \$49.00 day

(b) Out-of-State Per Diem Allowance

\$55.00 per day is the base, but would allow the higher federal rate

Partial Day Per Diem Allowance

Where employees are to be absent from their primary official station on official business for less than twenty four (24) hours, partial day per diem allowance is equal to a maximum of twenty-five percent (25%) of the total per diem allowance for breakfast, thirty-five percent (35%) for the total per diem allowance for lunch, and fifty-five percent (55%) of the total per diem allowance for dinner.

Partial Day Per Diem Allowance

	In-State	Out-of-State
Breakfast – 25%	\$12.25	\$13.75 or 25% of Federal Rate
Lunch – 35%	\$17.15	\$19.25 or 35% of Federal Rate
Dinner – 55%	\$26.95	\$30.25 or 55% of Federal Rate