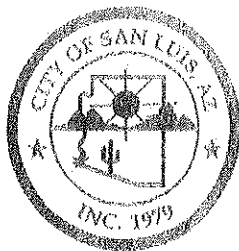


Per Diem Rates

Resolution No. 1087

February 25, 2015



Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

RESOLUTION NO. 1087

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS APPROVING
AN AMENDMENT TO THE PERSONNEL POLICIES FOR PER DIEM RATES FOR MEALS.**

WHEREAS, Resolution No. 750 adopted the "City of San Luis Personnel Policies" dated July 1, 2008;

WHEREAS, the City Council desires to amend said policies for the purpose of efficiency of processing mileage reimbursements and per diem rates for meals and providing fair reimbursement for City business;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of San Luis, Arizona, as follows:

Section 1: that HR-3-07(A) attached hereto as Exhibit "A", is hereby amended to add subsection 5(a) to state:

"Meals for travel within the borders of the State of Arizona including Indian Countries within the Arizona borders shall be reimbursed at the following rates:

Breakfast: \$10.00

Lunch: \$17.00 and

Dinner: \$32.00."

Section 2: that HR-3-07(A) is further hereby amended to add subsection 5(b) to state:

"Meals for travel outside of the State of Arizona shall be reimbursed by reference to the federal Travel Regulations of the General Services Administration (GSA) as posted on its website on the date the employee requests per diem meal reimbursement approval.

<http://www.gsa.gov/portal/category/100120>. The GSA rate for 'incidental expenses' for the purposes of City of San Luis per diem reimbursement shall mean taxes on meals and TIP's on meals.

Section 3: HR-3-07(A) is further hereby amended to add subsection 5(c) to state:

"Employees are eligible for per diem meal reimbursement if they are in travel status whether in-state or out-of-state as follows:

Breakfast, employee must be in travel status before 6:00 a.m.

Lunch, employee must be in travel status from noon to 2:00 p.m., and


Dinner employee must be in travel status after 6:00 p.m."

Section 4: HR-3-07(A) (4) is repealed and amended to state:

"Mileage reimbursement is \$0.505 per mile. Employees claiming mileage reimbursement must submit a log form to their supervisor for approval and then forward it to the Finance Department.

PASSED AND ADOPTED by the Mayor and City Council of the City of San Luis, Arizona,

this 25th day of February, 2015.



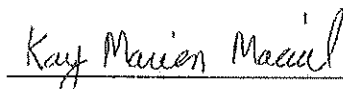
Gerardo Sanchez, Mayor

ATTEST:



Sonia Cornelio, City Clerk

APPROVED AS TO FORM:



Kay Marion Macuil, Assistant City Attorney