



Legislation Details (With Text)

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File created: 4/13/2010 **In control:** FINANCE & PERSONNEL COMMITTEE

On agenda: **Final action:** 5/25/2010

Effective date:

Title: A substitute ordinance relating to private transportation reimbursement and travel regulations.

Sponsors: THE CHAIR

Indexes: MANAGEMENT EMPLOYEES, MANAGEMENT PAY PLAN, TRAVEL BENEFITS

Attachments: 1. Department of Employee Relations Letter, 2. 5-11-10 Dept of Employee Relations cover letter, 3. Notice Published on 6-11-10

| Date | Ver. | Action By | Action | Result | Tally |
|-----------|------|-------------------------------|-------------------------|--------|-------|
| 4/13/2010 | 0 | COMMON COUNCIL | ASSIGNED TO | | |
| 5/7/2010 | 0 | FINANCE & PERSONNEL COMMITTEE | HEARING NOTICES SENT | | |
| 5/12/2010 | 1 | CITY CLERK | DRAFT SUBMITTED | | |
| 5/12/2010 | 1 | FINANCE & PERSONNEL COMMITTEE | RECOMMENDED FOR PASSAGE | Pass | 5:0 |
| 5/25/2010 | 1 | COMMON COUNCIL | PASSED | Pass | 13:0 |
| 6/1/2010 | 1 | MAYOR | SIGNED | | |
| 6/11/2010 | 1 | CITY CLERK | PUBLISHED | | |

091658
SUBSTITUTE 1

THE CHAIR

A substitute ordinance relating to private transportation reimbursement and travel regulations.

350-181-1-d rc
350-181-2-c cr
350-181-6-a-2 am
350-183-1 am
350-183-3 rc

This ordinance makes the following changes relating to private transportation reimbursement and travel regulations:

- Effective June 13, 2010, departments shall adhere to the reimbursement guidelines for automobile and travel allowance for management pay plan employees.
- If a management pay plan employee chooses to drive to the event, he or she shall use a pool car, a rental car or be reimbursed through travel allowance for use of his or her personal automobile for travel. Department heads shall make the final determination.
- The authorized employee or official incurring mileage on his or her private automobile in the conduct of official city business shall submit a record of mileage incurred on city business during the month and attest to the accuracy of the mileage through the online program "City Time" and

comply with a specific timetable for entering the data and for approval by the department head or designee that has been provided by the comptroller's office. The applicable rate for mileage shall be the IRS travel reimbursement rate, which is \$0.50 per mile for 2010.

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 350-181-1-d of the code is repealed and recreated to read:

350-181. Authorized Travel Regulations and Procedures.

1. DEFINITIONS.

d. "Seminar" means a training course provided by a person or agency that is not an employee, department or agency of the city. The location at which the course is offered can vary from as local as city hall or as far away as the continental boundaries of the United States. It may include courses covered by on "city time" use of the city's tuition reimbursement program and training courses funded by a departmental budget appropriation provided for training purposes.

Part 2. Section 350-181-2-c of the code is created to read:

2. AUTHORIZATION. Effective June 13, 2010, departments shall adhere to the administrative guidelines for automobile and travel allowance for management pay plan employees.

Part 3. Section 350-181-6-a-2 is amended to read:

6. REIMBURSEMENT.

a-2. For actual expense incurred and reported by the attendee up to but not exceeding round trip airline coach fare, unless the airline certifies that no coach fare is available. In such a case, a certificate is required. A receipt or other verification form is required if public transportation is used. The choice of transportation to be used, including use of a personal automobile, shall be at the option of the respective official or employee. However, the amount of time to be allowed for travel shall be determined by the respective department head. If a personal automobile is used, reimbursement shall be in accordance with s. 350-183. >>If a management pay plan employee chooses to drive to the event, he or she shall use a pool car, a rental car or be reimbursed through travel allowance for use of his or her personal automobile for travel. Department heads shall make the final determination and shall consider factors such as location, individual needs of the management pay plan employee, security and safety issues, and other specific circumstances of the event.<<

Part 4. Section 350-183-1 of the code is amended to read:

350-183. Private Transportation Reimbursement. **1. AUTHORIZATION.** Proper city officers are authorized to reimburse city officials and employees occupying positions designated in the positions ordinance as being eligible to be paid for the use of their private automobiles on city business when at the discretion of the department head it is necessary that such automobiles be used on city business. >>Effective June 13, 2010, departments shall adhere to the administrative guidelines for automobile and travel allowance for management pay plan employees.<<

Part 5. Section 350-183-3 of the code is repealed and recreated to read:

3. MILEAGE REPORT. The authorized employee or official incurring mileage on his or her private automobile in the conduct of official business for the city shall submit a record of mileage incurred on city business during the month and attest to the accuracy of the mileage through the online program "City Time" and comply with a specific timetable for entering the data and for approval by the department head or designee that has been provided by the comptroller's office. The applicable rate for mileage shall be the IRS travel reimbursement rate, which is \$0.50 per mile for 2010.

APPROVED AS TO FORM

Legislative Reference Bureau

Date: _____

IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney

Date: _____

LRB10207-2

TWM:lp

5/11/2010

clerical correction -- 6/16/10 -- lp