

RESOLUTION 2002-11

A RESOLUTION AMENDING TOOELE COUNTY PERSONNEL POLICIES AND PROCEDURES SECTIONS 12.C.4 AND 12.C.5 REGARDING MEAL ALLOWANCES

WHEREAS, the Tooele County Commission desires to amend the county's personnel policies and procedures to amend the meal allowance rates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TOOELE COUNTY AS FOLLOWS:

SECTION 1 - SECTION AMENDED: Section 12.C.4. of the Tooele County Personnel Policies and Procedures is hereby amended to read:

4. a. The following allowance rates include tax, tips, and other costs associated with meals. The basic meal allowance for a 24-hour period of travel is:

<u>Meals</u>	<u>Rate</u>
Breakfast	\$ 9.00
Lunch	11.00
Dinner	<u>18.00</u>
Total	\$38.00

The meal allowance for a 24-hour period of travel in premium cities is:

<u>Meals</u>	<u>Rate</u>
Breakfast	\$11.00
Lunch	13.00
Dinner	<u>26.00</u>
Total	\$50.00

- b. The value of meals included in the registration for a function will be deducted according to the allowance listed in subsection 4.a. A copy of the conference or a travel agenda must be attached to the per diem request.
- c. The traveler may choose to accept the per diem rate for travel or to be reimbursed at the actual meal cost with original receipts as required by IRS guidelines. Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only. Actual meal cost includes tip. Alcoholic beverages are not reimbursable.

- d. To qualify for premium cities rates for a given day, the traveler must be entitled to all meals for that day. The premium cities rate is for Atlanta, Boston, Chicago, Honolulu, Los Angeles, New York, New Orleans, San Francisco, and Washington D.C. Additional cities may qualify as premium cities as determined by the department head.
- e. Home base is the location the employees leave from and/or return to. The traveler may leave from one home base and return to a different home base. For example, if the traveler leaves from his residence then the home base for departure calculations is his residence. If the traveler returns to the county courthouse, the home base for arrival calculations is the county courthouse.
- f. Special circumstances and condition adjustments may be made by the elected official or department head to accommodate the traveler.

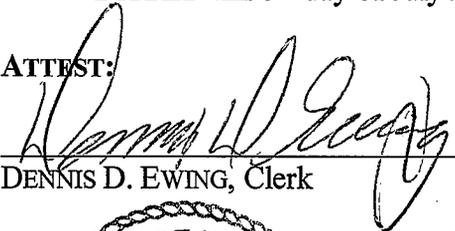
SECTION II - SECTION AMENDED: Section 12.C.5. is hereby amended to read:

- 5. A tabulation of total subsistence costs must be submitted on the Travel Expense Report Form.

EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

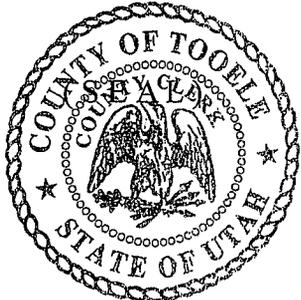
DATED this 9th day of July 2002.

ATTEST:


DENNIS D. EWING, Clerk

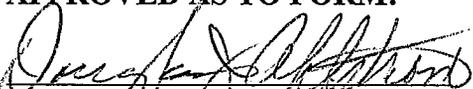
TOOELE COUNTY LEGISLATIVE BODY


DENNIS ROCKWELL, Chairman



Commissioner Rockwell voted aye
Commissioner Hunsaker voted aye
Commissioner White voted aye

APPROVED AS TO FORM:


DOUGLAS J. AHLSTROM
Tooele County Attorney