

CITY OF CEDARVILLE, ARKANSAS

ORDINANCE NO. 2025-04-15-01

AN ORDINANCE ESTABLISHING THE TRAVEL REIMBURSEMENT/PER DIEM POLICY AND RATES FOR EMPLOYEES AND CITY OFFICIALS TRAVELING FOR CITY PURPOSES; REPEALING CONFLICTING ORDINANCES; PRESCRIBING OTHER MATTERS PERTAINING THERETO.

WHEREAS, the City Council of the City of Cedarville, Arkansas (the "City") has determined that it is necessary for employees and elected officials to travel outside the city for various purposes and desires to establish a policy for reimbursement and per diem rates and procedures;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF CEDARVILLE, ARKANSAS:

SECTION 1: The Mayor or his authorized representative shall supervise the travel reimbursement, mileage, per diem program for all city officials and employees traveling for city purposes.

SECTION 2: When traveling for city purposes and an employee or city official uses their personal vehicle, mileage shall be reimbursed at a rate of \$0.50 per mile based upon the most direct route using "Google Maps."

SECTION 3: When traveling for city purposes an employee or city official shall be paid a meal per diem as follows:

Meals Per Diem	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
Total per day	\$50.00

SECTION 4: All travel requests must be approved by the Mayor or his designated representative at least fourteen (14) days prior to travel.

SECTION 5: All reimbursement/per diem requests must be made no less than seven (7) days following the completion of travel.

SECTION 6: The City will not provide reimbursement for tips/gratuities.

SECTION 7: For meal per diem, the following applies:

1. If provided by hotel or conference no per diem shall be given;
2. Breakfast per diem shall not be given on the day of departure;

3. If the event is within 100 miles of Cedarville and ends by 4:00 p.m. then dinner per diem shall not be given.

SECTION 8: Long distance telephone calls, movies, hotel incidentals, alcoholic drinks, and medicine are not reimbursable.

SECTION 9: All related travel expenses such as shuttles, rental cars, vans, must be pre-approved, with receipt required.

SECTION 10: The Mayor or his designated representative shall promulgate the necessary forms to effectuate the purposes of this ordinance.

SECTION 11: Any ordinance in conflict herewith is hereby repealed.

SECTION 12: In the event that any portion of this ordinance shall be held invalid, unenforceable, or illegal by a court of competent jurisdiction then the remaining portions shall remain in full force and effect.

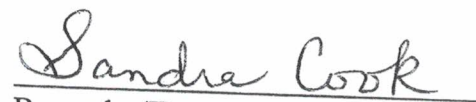
SECTION 13: This ordinance is deemed important for the immediate protection and preservation of the public peace, health, safety, and welfare of the citizens of Cedarville, Arkansas, because this ordinance facilitates the training and education of city employees and officials and such should minimize the expense and inefficiency of untrained employees and officials. Therefore an emergency is hereby declared and this ordinance shall be and take effect and be in full force after its passage, approval, and publication.

PASSED AND APPROVED ON THIS THE 15th DAY OF April, 2025.

APPROVED:

ATTEST:


Mayor


Recorder/Treasurer