City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

RESOLUTION NO. 1793

Whereas, the City of Minden recognizes the importance of offering benefits to employees; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to section 10 Insurance, Pension, and Other Benefits;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 10.05 Employee Reimbursement of the City of Minden Personnel Manual be amended to read as follow, to wit:

Section 10.05 Employee Reimbursement
All requests shall be submitted to the City Office no more than thirty (30) days prior to the event and will be approved for reimbursement at the next regular city council meeting if received by no later than the Wednesday prior to the meeting. All requests must be turned in no later than thirty (30) days after the event.

1. Lodging
    a. The City will only pay for lodging that is more than fifty (50) miles from the workplace. Exceptions can be made for weather or medical reasons. These reasons must clearly be stated on the reimbursement request form.
    b. When possible, reservations must be made through the City Office.
    c. If lodging costs are paid by the employee, then the actual lodging costs will be reimbursed with City Administrator approval.
2. Meals
    a. For an Overnight Stay, meals will be paid as follows at the GSA Per Diem Rate for the location of the event (https://www.gsa.gov/travel/plan-book/per-diem-rates):
        i. First and last day of travel will be 75% of the GSA Per Diem Rate.
        ii. Full days at event will be 100% of the GSA Per Diem Rate.
    b. For Single Day Travel, meals will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    c. Meals for a work-related event within the City of Minden will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    d. Reimbursement to an employee for more than his/her meal(s) is not allowed.

3. Mileage
    a. Employee will be asked to use a City vehicle when one is available or is more economical for travel to and from events.
        i. If employee is asked to use City vehicle and chooses not to, employee will forfeit mileage reimbursement.
    b. Mileage will be reimbursed at the IRS Rate (https://www.irs.gov/tax-professionals/standard-mileage-rates) for approved personal vehicle use only.

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4. Other Expenses
    a. The City will reimburse employees for other expenses as approved by the employee's supervisor and the City Administrator including, but not limited to:
        i. Parking/Toll Booths
        ii. Expenses for City purposes paid by employee
5. Reimbursement Request Form
    a. If requesting reimbursement for lodging, meals, and/or mileage prior to an event, a reimbursement form must be submitted with all reimbursement requests including proof of the event.
    b. If requesting reimbursement after an event for lodging, meals, and/or mileage; then itemized receipts with date and time and proof of event attendance must be turned in for all non-Per Diem reimbursements. The City will not reimburse any receipt that includes alcohol.
    c. If requested, employee must be able to provide proof of attendance for events on the Reimbursement Request Form.
    d. All requests for reimbursement are subject to approval by the City Administrator or Mayor.
6. Cancelations
    a. If an employee is reimbursed lodging, meals, or mileage prior to event and the event is cancelled or the employee does not attend, then the employee is to refund the City for the amount on the Reimbursement Request Form.

Dated this 1st day of April, 2024.

/s/ Larry Evans
Larry Evans, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk