

ORDINANCE NO 14 - 2004

AN ORDINANCE AMENDING CHAPTER 24 OF THE MUNICIPAL CODE DEALING WITH EMPLOYEE TRAVEL

WHEREAS, the City has adopted an **Ordinance No. 37-1989**, establishing procedure for reimbursement for traveling expenses; and

WHEREAS, it should be updated and simplified;

NOW, THEREFORE, BE IT ORDAINED by the Common Council, City of Valparaiso as follows:

- 1) **Amendment of Section 24.02 – Reimbursement for Meals:** City Employees and Officials will be reimbursed for actual meal expenses incurred by said person when traveling outside of the City of Valparaiso, on city business. The maximum daily reimbursement for **meal expenses is \$40.00 per day**. The City Employee or Official shall present to the City Clerk Treasurer receipts for each meal expenditure in order to receive reimbursement.
- 2) **Section 24.03** is no longer necessary due to the changes set forth in 24.02 and is hereby **deleted** in its entirety.
- 3) This ordinance shall be in full force in effect from and after its adoption by the Council and approved by the Mayor.

Passed by the Common Council of the City of Valparaiso, Indiana by a _____ vote of all members present and voting this _____ day of _____, 2004.

Jon Costas, Mayor

ATTEST:

Sharon Swihart, Clerk-Treasurer

Presented by me to the Mayor of the City of Valparaiso, Indiana, this _____ day of _____, 2004, at _____ o'clock __.m.

Sharon Swihart, Clerk-Treasurer

This Ordinance approved and signed by me this _____ day of _____, 2004, at _____ o'clock __.m.

Jon Costas, Mayor