

CITY OF BELLEVUE

ORDER NO. 2018-3-02

AN ORDER AMENDING THE ESTABLISHED PERSONNEL POLICIES FOR THE CITY OF BELLEVUE.

At a Regular Meeting of the City Council of Bellevue, Kentucky, held on the date set out below, a Motion to read and adopt the following Municipal Order was duly made, seconded and approved:

BE IT ORDERED, that the City of Bellevue amends Order 2018-01-02 adopting the City of Bellevue Personnel Policies to reflect the changes as follows:

In the Employee Travel Expense Reimbursement Policy found in Section 5 of the current policy, paragraph 3 is amended to read:

(3) After review by the city administrator, reservations for overnight lodging shall be made ~~[by the employee]~~ on a city credit card pursuant to section a. below. Before reservations are made, the employee shall provide an approved copy of the Travel, Meeting and Conference Request Form (HR Form 05) to the city administrator. Employees shall take the tax-exempt forms for overnight travel to be certain the city is not charged state tax on the hotel room.

- a. Reservations will be made in such a manner to secure the best available rate for safe, clean, and secure accommodations as close to the meeting location as possible. Every attempt should be made for stay in the hotel hosting the conference, training or meeting and to pay the federal per diem rate for that city or the conference room rate, whichever is higher. If the amount paid on the city credit card is higher than the federal per diem rate or the conference room rate, the reasons for the higher rate must be documented.

BE IT FURTHER ORDERED that the Mayor of the City of Bellevue and/or his designate, be and he is hereby authorized and directed to take all steps necessary to perfect this Order.

READ, ADOPTED AND PASSED by the City Council of the City of Bellevue, assembled on this 14th day of March 2018.

Edward Riehl, Mayor

ATTEST:

Mary H. Scott, City Clerk/Treasurer