

-no mileage for trips to pick up supplies that would be delivered free of charge, except in supervisor approved emergencies;

- B. Employees who take side trips for personal business or recreation while out-of-town on City business are considered to be acting within the scope of their employment and are covered by workers' compensation. Mileage will not be paid for side trips; only for distance traveled to and from event.

2. Meals

- A. Employees required to be away from the City on official business during normal meal times, or are required to attend certain job related functions at which a meal is served and charged to the employee, shall be reimbursed according to the following rates.

Breakfast:	\$8.00 (leaves before 7 a.m.)
Lunch:	\$10.00 (leaves before 10:30 a.m. and returns after 2:30 p.m.)
Dinner:	\$17.00 (returns after 7 p.m. or leaves before 5 p.m.)
Total per day:	\$35.00 (includes tax and tip)

Per IRS guidelines, meals for non-overnight stay are considered taxable income and will be reimbursed through the payroll system after the expense was incurred. If an original receipt is submitted then the reimbursement will be made on a non-taxable basis and the employee will be reimbursed through the normal claims process.

- B. If attending a seminar where meals are included in the registration fee, the employee will not receive reimbursement or per diem for the meals that are included. A copy of the brochure or conference schedule needs to be attached to the request.

3. Lodging

- A. Hotel accommodations should be made with a City Credit Card. (Check with your department head or the Comptroller Treasurer to obtain the use of a card). By making the reservation with a Credit Card, the reservation is guaranteed.
- B. Inform the reservation clerk the reservation is for the City of Stevens Point (the City is exempt from state tax and room tax). Give a copy of the City's tax exempt letter to the hotel clerk when you check in. If a special rate is offered for the seminar, be sure to request it. If not, request a government rate.