

**SECTION 31.15 TRAVEL AND EDUCATION BENEFITS.****(A) Travel Allowance.**

1. Any official or employee of the City may attend, at the expense of the City, any conference or other municipal business relating to municipal affairs, if approved by the responsible elected official. Any member of Council, at this own discretion, may incur expenses not exceeding one hundred dollars (\$100) without prior approval of the Finance Committee. The Director of Finance shall certify that funds are appropriated and available for such purposes. If advanced funds are necessary, the employee shall submit a request to the Finance Department not less than ten (10) working days prior to departure.

2. Any official or employee of the City may be reimbursed for his actual necessary expenses incurred while traveling on official business. The mileage reimbursement rate for privately owned vehicles shall be in accordance with Internal Revenue Service (IRS) guidelines and shall be adjusted each January 1<sup>st</sup> accordingly. (Ord. 90-08)

3. Upon return, all expense reports with applicable receipts attached shall be approved by the responsible elected official prior to being submitted to the Finance Director for payment. Each member of Council shall approve his or her own expenses not exceeding one hundred dollars (\$100); however, expenses exceeding one hundred dollars (\$100) must have approval of the President of Council or the Finance Committee.

4. All approved expense reports shall be paid within ten (10) days after submission to the Finance Department.

**(B) Law Enforcement Educational Benefit.**

Upon receipt of or proof of having earned an associate degree in the law enforcement field or a four (4) year baccalaureate degree from an accredited university, all non-union police officers shall receive additional compensation in the amount of ten dollars (\$10) per pay period, payable semi-annually.