BEFORE THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING METRO) ORDINANCE NO. 90-334
CODE SECTION 2.02.080 REGARDING)
TRAVEL EXPENSE) Introduced by Rena Cusma
) Executive Officer

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS

METRO CODE CHAPTER 2.02 is amended as follows:

2.02.080 Travel Expense: [{a}] When employees are required to travel on official business, Metro will pay the actual cost of travel and the actual cost of meals or per diem as set by the Executive Officer, whichever is less. No such payment shall be made without receipts for actual expenses. Reimbursement for expenses incurred shall be determined and paid as follows:

- (a) [1] Travel on official business by a single individual should be via public carrier or Metro-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the <u>same</u> rate set by the Council [7] <u>for</u> <u>Councilors</u>. This rate includes insurance, but not storage expense of the vehicle, which is an eligible expense.
- (b) [2] When travel by Metro-owned vehicle or by public carrier is practical, but the employee elects to use the employee's [his/her] own vehicle, the employee shall not be reimbursed.
- (c) [3] Reimbursement for travel and subsistence on official trips outside the metropolitan area by bus, train or airplane shall only be the amount of actual and reasonable expense incurred during the performance of official duty as a Metro employee for the benefit of Metro. Metro will pay the actual costs of travel and meals or per diem as set by the Executive Officer. The actual cost of conference registration fees will be paid. The actual costs of accommodations will be paid as well as taxi or bus fare. Metro will not pay for first class air travel unless tourist class is not available. Airline tickets should be ordered and paid for directly by Metro. Advances for anticipated trip costs may be made upon approval of the Executive Officer or the person designated by the Executive Officer [his/her-designee].

ADOPTED by the Council of the Metropolitan Service District

this	28th	day	of	· · · · · · · · · · · · · · · · · · ·	June	 1990.		1	
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							any		
						Tanya	Collier,	Presiding	Officer

ATTEST:

Clerk of the Council

FINANCE COMMITTEE REPORT

ORDINANCE NO. 90-334, RELATING TO THE REIMBURSEMENT OF EMPLOYEES FOR USE OF PERSONAL VEHICLES FOR TRAVEL ON OFFICIAL BUSINESS OF THE DISTRICT

Date: June 9, 1990 Presented by: Councilor Van Bergen

<u>COMMITTEE RECOMMENDATION</u>: At the June 7, 1990, Finance Committee meeting, all Councilors were present and voted unanimously to recommend Council adopt Ordinance No. 90-334 as amended.

COMMITTEE DISCUSSION/ISSUES: The original intent of Ordinance No. 90-334 was to authorize the Executive Officer to set the mileage reimbursement rate for Metro employees. The Metro Code now provides for the Council to take such action. Committee members noted having the Executive Officer set the employee reimbursement rate while the Council sets its own could result in two different rates. To avoid the potential for establishing two mileage reimbursement rates for the District, the Committee unanimously approved the following amended language for subsection (a):

"(a)[1] Travel on official business by a single individual should be via public carrier or Metro-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the <u>same</u> rate set by the Council [-] <u>for Councilors</u>. This rate includes insurance, but not storage expense of the vehicle, which is an eligible expense.

No additional issues or questions were raised. It was noted the Executive Officer's recommended rate of \$0.26 per mile, established by the Internal Revenue Service under Section 247-5T(F) as of January 1, 1990, will be recommended for adoption in the FY90-91 Metro Budget. (See Resolution No. 90-1281)

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METRO

Memorandum

2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646

DATE:

June 7, 1990

TO:

Finance Committee

FROM:

Donald E. Carlson, Council Administrator

RE:

Review of Ordinance No. 90-334

This ordinance amends the Metro Code to authorize the Executive Officer to set the mileage reimbursement rate for Metro employees. Under the Code as written, the Council has that responsibility.

As you know, the Council establishes expenditure guidelines for Council members and Council staff. To avoid the potential for establishing two mileage reimbursement rates for the District, the following language is suggested as a substitute for subsection (a):

"(a)[1] Travel on official business by a single individual should be via public carrier or Metro-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the <u>same</u> rate set by the Council[.] <u>for Councilors</u>. This rate includes insurance, but not storage expense of the vehicle, which is an eligible expense."

DEC:aeb A:\90-334.MEM

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 90-334 RELATING TO THE REIMBURSEMENT OF EMPLOYEES FOR USE OF PERSONAL VEHICLES FOR TRAVEL ON OFFICIAL BUSINESS OF THE DISTRICT

Date: February 20, 1990

Presented by: Neil Saling

FACTUAL BACKGROUND AND ANALYSIS

This Ordinance will amend Metro Code 2.02.080, Travel Expense.

From time to time, the Council has set the rate of reimbursement of expenses incurred by employees using their own vehicles to travel on official business of the District. This amendment will authorize the Executive Officer to set this rate in the same manner as now provided by ordinance for the reimbursement of employees for all other travel expenses for official business of Metro.

The reimbursement rate for employees using their own vehicles for official business is intended to fairly compensate employees for their costs of fuel, maintenance, insurance and other related expenses. The current reimbursement rate is \$0.21 per mile. This rate is no longer sufficient compensation.

The Executive Officer plans to implement a mileage reimbursement rate of 0.26 per mile upon the adoption of this amendment by the Council. This rate was established by the Internal Revenue Service under Section 247-5T(F), effective January 1, 1990.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends the adoption of Ordinance No. 90-334.

srs 1138



METRO

Memorandum

2000 S.W. First Avenue Portland, OR 97201-5398 503/221-1646

Date:

July 2, 1990

To:

Rena Cusma, Executive Officer

From:

Gwen Ware-Barrett, Clerk of the Council

Regarding:

TRANSMITTAL OF ORDINANCE NOS. 90-

334, 336, 340A, 349

Attached for your consideration is a true copy of Ordinance Nos. 90-334, 336, 340A and 349 adopted by the Council on June 28, 1990.

If you wish to veto these ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday July 5, 1990. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, this ordinance will be considered finally adopted.

of Ordinance Nos. 90-334, 336, 340A and 349 from the Council Clerk on July 2, 1990.

Date: Hely 2, 1990

GWPB:lc \Mem.Ord.