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Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177
Homer Fire Department: 607-749-3121

Reimbursement Policy

Subject:	Effective Date:	Last Revised:	Version:
Employee Reimbursement	01/23/2024	05/23/2023	1.5
Staff Ownership:	Village Treasurer	Approved by:	Board of Trustees

1.0 Purpose

The Village of Homer (The Village) provides reimbursement for expenses associated with carrying out Village business upon proper authorization of the Board of Trustees and/or the Mayor, or the Deputy Mayor in his absence. Expenses to be reimbursed include, but not limited to, meals, lodging, mileage, parking, tolls, hotels, and other costs necessary to complete Village business.

2.0 Preapproval Process

2.1 For all travel/ training, the employee's attendance at the event needs to be approved ahead by either the Board of Trustees or the Mayor, or the Deputy Mayor in his absence. Department heads will request the travel/ training to the Mayor, or the Deputy Mayor in his absence.

3.0 Travel/ Training Expenses

All employee travel/ training expenses, to be reimbursed, must be approved before the expense is incurred. As all expenditures are paid with public funds, employees need to exercise due care while traveling; however with proper approval and documentation expenses will be reimbursed. Employees are reimbursed for mileage at the IRS mileage rate, or actual expense if a Village vehicle is used. A sheet detailing the mileage, as well as receipts for expenses incurred must be submitted to the account clerk for reimbursement.

3.1 Overnight Expenditures

The Village does not reimburse for lodging expenses for trips less than thirty-five miles. An exception can be approved ahead by the Mayor, Deputy Mayor in his absence, or Board of Trustees for a multi-day training or weather related issues.

Lodging and meal costs will not be reimbursed greater than the IRS approved per diem rate for the location. Any expenditures above the per diem rate, even with receipts, will not be reimbursed.

4.0 Allowable Costs

Allowable costs to be reimbursed include the following:

- Preapproved office expenses
- Preapproved Costs of Attendance for meetings unable to be paid through the Village cash disbursement policy.

- Meals for Village business purposes, including meals while training or when meeting with other government representative
- Hotel costs when attending training classes, government meetings, or other approved Village business.
- Mileage for business travel. Mileage is reimbursed at the approved IRS rate.
- Tolls are reimbursed for business travel, provided documentation is provided.
- Preapproved Civil Service exam costs. Costs will be reimbursed to Village Employees for the Civil Service exams taken by an qualified employee for positions held or to be held by Village of Homer employees. Costs will only be reimbursed if the costs relate to an exam needed is a position that is a Village of Homer position. Passing of exam is not required to be reimbursed; however all effort should be made to pass the exam.
- Preapproved licensing costs, if the license is deemed necessary for the individual's position at the Village of Homer.
- Other necessary Village costs if preapproved by the Mayor or Board of Trustees and supporting documentation for the expenditure is provided.
- Emergency expenses incurred while the Village Office is closed.
- All reimbursement costs are to be requested within 30 days of the expense.

5.0 Reimbursements for Volunteer Firemen

Reimbursements will be allowed for Volunteer Firemen, the same as employees except for the following:

- Monthly reimbursements for attending to fire calls will only be allowed for the Fire Chief, Deputy Fire Chief and Assistant Fire Chiefs. Mileage logs must be submitted within 60 days, of the end of the month requested, except at the Village's year-end when the mileage logs are due within 30 days.
- Idling mileage for calls that last an hour will be awarded 60 miles.
- Cell phone allowance at the current Village rate will only be provided to the Department Fire Chief.
- Mileage or other expenses for the department not noted above will only be approved by the Fire Chief, or Deputy Fire Chief in his absence or conflict, and turned in to the Village Office if the expense is within budget and approved before the expense is occurred. Examples include training, costs of conferences, meals at conferences, etc.

6.0 Unallowable Costs

The Following costs are unallowable and will not be reimbursed; therefore the employees will be personally responsible:

- Sales tax for any items except for meals, food, and travel costs.
- Alcohol or tobacco purchases.
- Payment of Spouse or other non-employee costs.
- Extension of trips for personal reasons

- Any costs with missing or insufficient documentation of expense even if the expenditure was for Village purposes.
- Lack of detailed mileage log noting trip dates, mileage, location, and purpose.
- Fines, penalties or traffic violations while traveling on Village business.

7.0 Procedures for Reimbursement

Documentation and receipts of all employee expenses should be submitted with a voucher to the Account Clerk Typist on or before the last day of the month. Vouchers are required to be submitted monthly. Vouchers not received within 30 days of the following month will not be paid.

7.1 Tax exempt forms

Whenever possible tax-exempt forms will be used for all purchases. Tax will not be reimbursed to employees except in cases of purchases made due to an emergency situation, or tax paid on food, meals, or hotels.

7.2 Documentation

Documentation must include mileage logs for mileage reimbursement or original receipts for any other expenditure. The mileage log must be detailed by date noting the purpose of the trip, the total miles, the location of the trip and the date of the trip. Without proper documentation, employees will be responsible for all costs not substantiated.

8.0 Responsibility

The Village Treasurer is responsible for reviewing all employee reimbursement claims before the claim is included on the abstract. Before the expenditures on the abstract are paid, a minimum of a combination of three Village Board Trustees, or two Board of Trustees Members and the Mayor, must approve the voucher.
All unallowable expenses, including sales tax, will not be reimbursed. The Village Treasurer will discuss the issues noted upon examination of the voucher with the employee.

9.0 Policy Review and Updates

9.1 Timeline for Policy Review

This policy shall be reviewed 12 months after initial adoption and at least once every 3 years thereafter by the Board of Trustee.