

RESOLUTION NO. 17-555

**A RESOLUTION APPROVING, ADOPTING AND  
INCORPORATING A TRAINING AND TRAVEL POLICY  
INTO THE PERSONNEL POLICY HANDBOOK FOR THE  
CITY OF GENTRY, ARKANSAS.**

WHEREAS, the City of Gentry has previously adopted by Resolution its City-wide employee Personnel Handbook; and

WHEREAS, the Council now desires to revise such Handbook for the purpose of addressing an unpaid leave of absence policy.

NOW THEREFORE, be it resolved by the City Council of the City of Gentry:

Section 1. The City of Gentry hereby amends and supplements the City of Gentry Personnel Policy Handbook by adding the following:

TRAINING AND TRAVEL EXPENSE

1. All class/training/meetings, travel, lodging and reimbursements SHALL be pre-approved by your supervisor or by the Mayor.
2. Each Reimbursement request SHALL be accompanied by any and all receipts pertaining to class/training/meetings to be funded or reimbursed by the City.
3. Meal Reimbursement. Meal Reimbursement will be for actual sums expended, not including gratuity or alcoholic beverages. Further, the amount reimbursed by the City will never exceed the following “cap” amounts: Breakfast \$6, Lunch \$12, Dinner \$18. The City will review such cap amounts every 5 years beginning 2020.
4. If you are required to leave your home 1 hour or more before your normal work day begins, you will be eligible for breakfast reimbursement.
5. If you will not arrive home until 2 or more hours after your normal work schedule ends you will be eligible for dinner reimbursement.
6. Any class/training/meeting attended that is held between the hours of 11:00 a.m. and 1:00 p.m. outside the city limits of Gentry would be eligible for lunch reimbursement.
7. If a meal is provided during any class/training/meeting that meal will not be eligible for reimbursement.
8. Any class/training/meeting that requires you leave your home more than 3 hours before your regularly scheduled start or 4 hours beyond your normal return time will result in you being eligible for a reimbursed hotel stay.
9. Any approved travel that requires the use of a personal vehicle will be reimbursed the federal mileage rate for all miles traveled related to and from the class/training/meeting. It is presumed that the shortest “google map” distance shown for such travel is the correct

number of actual miles driven.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> day of March, 2017.

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Kevin Johnston, Mayor

ATTEST:

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Tonya Carney, Director of Finance