

**AN ORDINANCE MODIFYING AND ADOPTING TRAVEL EXPENSES FOR
VILLAGE EMPLOYEE AND VILLAGE OFFICIALS**

WHEREAS, Brewster Village Council desires to modify Section 6.7 of the Village Employee Handbook pertaining to Travel Expenses for Village employees conducting business for the Village; and

WHEREAS, Brewster Village Council desires to establish Travel Expenses for Village Officials conducting business for the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Employee Handbook Section 6.7 – Village Travel Expenses that the seventh paragraph in that Section be modified to read “The Village will reimburse employees for a maximum of three meals a day only when in overnight lodging. If an employee is in travel status between 6 am and 6 pm, the Village will reimburse them for one (1) meal only. Under no circumstances will the Village employee be reimbursed for alcoholic beverages. Meals will be reimbursed in accordance with the United States General Services Administration Meal Per Diem Guidelines.”

SECTION 2: In like fashion for Village Officials:
The Village will reimburse Village Officials for a maximum of three meals a day only when in overnight lodging. If a Village Official is in travel status between 6 am and 6 pm, the Village will reimburse them for one (1) meal only. Under no circumstances will the Village employee be reimbursed for alcoholic beverages. Meals will be reimbursed in accordance with the United States General Services Administration Meal Per Diem Guidelines.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on February 18, 2016

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni’s IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King