

**NORTHWEST ARCTIC BOROUGH
ORDINANCE 13-07**

**AN ORDINANCE OF THE NORTHWEST ARCTIC BOROUGH
ASSEMBLY AMENDING SECTION 3.16.010 OF THE NORTHWEST
ARCTIC BOROUGH CODE, PERTAINING TO THE TRAVEL AND
PER DIEM ALLOWANCE FOR BOROUGH STAFF, AND FOR
RELATED PURPOSES**

WHEREAS: Section 3.16.010(B) of the Northwest Arctic Borough Code sets the per diem rate for Borough staff members on travel requiring one or more nights away from home or the employee's designated duty post; and

WHEREAS: the Assembly and Administration previously updated the Borough's per diem rates through Ordinance 13-02 to accurately reflect the costs of travel; and

WHEREAS: the Borough has determined that any per diem rate in excess of the federal allowance will be considered "personal income" under federal IRS guidelines for which the recipient will have to pay personal income tax; and

WHEREAS: the Assembly has determined that it is in the Borough's best interest to maintain per diem rates equivalent to the federal rate.

**NOW THEREFORE BE IT ENACTED BY THE NORTHWEST
ARCTIC BOROUGH ASSEMBLY:**

Section 1: Section 3.16.010 of the Borough Code is amended as follows with additions indicated by underlining in bold and deletions by ~~strikethrough~~ in bold:

3.16.010 Travel and per diem allowance.

All borough employees, whether in the exempt, partially exempt or classified services, while traveling on official business and away from home or designated duty post, or when they incur approved out-of-pocket expenses in the conduct of official business, shall be reimbursed or paid in advance in accordance with the following guidelines:

A. Common Carrier. The common carrier fare, or the cost of charter or other special hire, if essential, or other similar fare as necessary for the efficient performance of official duties; provided, that no reimbursement or payment shall be allowed for more than the lowest tourist class fare for the most direct route, unless:

1. Tourist class accommodations are not available;
2. Waiting for such accommodations would occasion a delay harmful to the borough;
3. The department head finds that travel by such accommodation is not in the best interests of the borough and authorizes other accommodations.

B. Per Diem. Except as provided for assembly members in NABC 2.04.040(B), a per diem allowance ~~of \$150.00 per day~~ set according to federal rates will be allowed for travel within and out of the boundaries of the borough ~~for travel funded through the borough general fund~~; provided, that such travel requires the employee to spend more than 4.5 hours away from home or designated duty post. Federal and state-funded travel by borough staff shall comply with the funding agreement per diem requirements.

C. Private Vehicle. Twenty-one cents per mile for occasional use of privately owned vehicles, together with actual costs of ferry fare, bridge, road and tunnel tolls shall be granted; provided, that the total of such shall not exceed the cost of equivalent coach air fare. Where two or more employees are traveling in the same direction, and it is possible to share a vehicle, the mileage permitted shall be allowed to only one employee.

D. Lodging Ground Transportation. Claims for reasonable lodging expenses and destination ground transportation shall be supported by and reimbursed in accordance with actual receipts, or may be paid in advance by the borough.

E. Host Reimbursement. Recognizing that it is in the best interest of the borough for its representatives to host appropriate officials at luncheons or dinners, the borough mayor may authorize reimbursement for reasonable hosting expenses incurred by borough employees or assembly persons.

F. Extenuating Circumstances. Actual expenses other than those identified above may be allowed by the personnel officer, if incurred as a result of circumstances beyond the control of the employee, and any such expenses shall be supported by and reimbursed in accordance with actual receipts. (Ord. 13-07 § 1; Ord. 13-02 § 1; Ord. 00-09 § 1, 2000; Ord. 91-04am2 § 2, 1991; Ord. 91-04 § 2, 1991; Code 1986 § 3.16.010)

Section 2: This code ordinance shall be effective immediately.

PASSED AND ADOPTED THIS 24th DAY OF may 2013.

Walter G. Sampson
Walter G. Sampson, Assembly President

PASSED AND APPROVED THIS 24th DAY OF may 2013.

Reggie Joule
Reggie Joule, Mayor

ATTESTED TO THIS 24th DAY OF may 2013.

Amanda Sage
Amanda Sage, Borough Clerk

ATTEST:

First Reading: April 24, 2013
Second Reading: may 24, 2013

