

**NORTHWEST ARCTIC BOROUGH  
ORDINANCE 17-05**

**AN ORDINANCE OF THE NORTHWEST ARCTIC BOROUGH ASSEMBLY AMENDING CHAPTER 3.16 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 more than four and one-half hours away from home or the employee's designated duty post; and

**WHEREAS:** the per diem rate is currently equivalent to the federal rate; and

**WHEREAS:** the Borough Assembly has determined that it is in the Borough's best interest that the per diem rate instead be adjusted and set according to the Borough's annual budget; and

**WHEREAS:** the Borough Assembly wishes to amend Chapter 3.16 of the Borough Code as outlined in this Ordinance.

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

**Section 1:** Chapter 3.16 of the Borough Code is amended as follows, with additions indicated by underlining in blue and deletions by ~~strikethrough~~ in red:

**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 at the rate set by the annual budget ordinance ~~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 four and one-half 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. Occasional use of privately owned vehicles will be compensated at the current federal mileage reimbursement rate, together with actual costs of ferry fare, bridge, road and tunnel tolls; 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. 17-05 § 1, 2017](#); Ord. 13-10 § 1, 2014; Ord. 13-07 § 1, 2013; Ord. 13-02 § 1, 2013; Ord. 00-09 § 1, 2000; Ord. 91-04am2 § 2, 1991; Ord. 91-04 § 2, 1991; Code 1986 § 3.16.010)

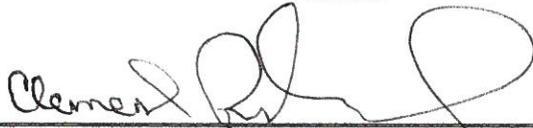
**Section 2:** This is a code ordinance to be effective immediately.

PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF June 2017.



Carl Weisner, Assembly President

APPROVED THIS 13<sup>th</sup> DAY OF June 2017.



Clement Richards, Sr., Mayor

ATTESTED THIS TO THIS 13<sup>th</sup> DAY OF June 2017.



Stella Atoruk, Borough Clerk

ATTEST:

First Reading: May, 31, 2017

Second Reading: June, 13, 2017

