Local Law #2 of 2005

A LOCAL LAW ESTABLISHING POLICIES FOR MILEAGE REIMBURSEMENT

Section 1

That the Town Board of the Town of Watson hereby establishes the following policies and procedures with regard to reimbursement of mileage for town officers, elected officials, and employees.

Section 2

That on or after the effective date of this Local Law, town officers, elected officials, and employees may be reimbursed for the use of their private motor vehicles while performing their duties within the scope of their employment provided that the following conditions are met:

(a) Mileage reimbursement shall be allowed only for travel commencing from the town offices or the town barn and the return thereto:
(b) Mileage reimbursement shall be allowed only for travel incurred while performing assigned duties or while working within the officers or employees usual scope of responsibilities. Any question as to the purpose of the travel for which an individual is seeking reimbursement shall be resolved by the Town Board;
(c) Mileage reimbursement shall be paid at a rate to be established by resolution by the Town Board at the annual organizational meeting. For calendar year 2005, the reimbursement rate is established at 37.5 cents per mile;
(d) Each individual seeking mileage reimbursement shall submit a mileage report in such form and content as may be prescribed from time to time by the Town Board within thirty (30) days of incurring the expense for which reimbursement is sought;
(e) All mileage reports and related vouchers shall be subject to audit by the Town Board prior to payment.

Section 3

This Local Law shall take effect immediately upon filing with the Secretary of State.

Effective: August 10, 2005