

TOWNSHIP OF SHREWSBURY

RESOLUTION #2019-102

ESTABLISH PER DIEM AND TRAVEL REIMBURSEMENT RATES FOR
MEALS AND MILEAGE FOR OFFICIAL BUSINESS

WHEREAS, elected public officials and employees shall be attending the New Jersey League of Municipalities Workshop from November 19 through 21, 2019; and

WHEREAS, the governing body may establish, by resolution or ordinance, rates for the payment/reimbursement of per diem and travel expenses; and

WHEREAS, the Township Committee of the Township of Shrewsbury indexed the mileage reimbursement rate to the Internal Revenue Service Standard Mileage Rate for business miles driven in the current personnel ordinance; and

WHEREAS, it is appropriate that public officers, and employees traveling on behalf of the Township of Shrewsbury be allowed a reasonable per diem travel allowance for the cost of meals in the destination of such travel; and

WHEREAS, the Township Committee determines that it is necessary and in the best interest of the Township to establish meal expense reimbursement rates,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury establishes a maximum \$35.00 per day reimbursement for all meals for the official or employee only, and

BE IT FURTHER RESOLVED that such reimbursement shall not include charges for alcohol, tips or sales tax, and must be supported by receipts, and

BE IT FURTHER RESOLVED, that such reimbursement must be requested through a requisition signed by the individual requesting the reimbursement, and supported by receipts.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Jennings		X	X			
Puhak			X			
Nolan	X		X			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Regular Meeting held on November 12, 2019.

Pamela Howard, RMC, CMR
Municipal Clerk

Edward P. Nolan
Mayor