

#### 405 **Bonding**

**Insurance** – The Town will provide bonding insurance for an eligible employee, elected or appointed official who is required to act in a fiduciary capacity.

#### 406 **Expense Reimbursement**

**Policy Statement** – Upon proper authorization of the Town Board, an employee or Elected Official will be reimbursed for expenses associated with carrying out Town business, including, but not limited to meals, lodging, mileage, parking, highway tolls, and training and membership fees. A voucher with all required documentation and corresponding receipts must be submitted to the Bookkeeper in order for the reimbursement to be processed.

**Expense Approval** – Each employee is expected to exercise reasonable judgment when incurring charges that will be submitted for reimbursement. Prior approval from the Department Head and/or Town Board will be required for significant or non-standard expenditures. The Town Board reserves the right to reject reimbursement requests that are deemed unreasonable or inappropriate.

**Mileage** – Employees or elected officials who are not provided with a Town vehicle may submit mileage for reimbursement for travel done on behalf of the Town. The mileage rate is set annually by resolution of the Town Board at its Organizational Meeting. Employees who are provided with a vehicle may not be reimbursed for mileage unless approved by their Department Head or the Town Supervisor.

**Education and Training** – Upon proper authorization of the Town Board, an employee or board member will be reimbursed for training courses that are directly related to the employee's present job. Employees or Board members must first seek approval from their Department Head or Town Supervisor and the request may not exceed the amount budgeted for that fiscal year without approval from the Town Supervisor.

**Required Membership Fees** – Upon proper authorization of the Town Board, an employee required to hold membership in a professional organization as part of the employee's job will be reimbursed for any required dues and/or fees.

**Association of Towns Meeting** – Upon proper notification to the Town Board, an employee or Elected Official who attends the annual meeting conducted by the Association of Towns will be reimbursed for all reasonable expenses. Delegates to this meeting will be selected by the Town Board.

**Bus Pass** – The Town encourages use of public transportation. A Bus Pass Benefit is available to all Town of Ulysses employees who travel regularly to and from work at any town office (town hall or highway barn) primarily during the regularly scheduled hours of the TCAT bus service. An employee who purchases a bus pass will be reimbursed for 50% of the cost of the bus pass by the Town. Proof of purchase must be provided to the Bookkeeper in order for reimbursement to be issued.