Town of Clearmont PO Box 127 Clearmont, WY 82835 **Phone: 307-758-4465 krysti@townofclearmont.com Fax: 307-758-4463**

**TRAVEL POLICY**

When the Mayor, Council Members, or a Town of Clearmont employee must travel outside of Clearmont for business, the following guidelines will be in effect:

The town will follow the current IRS mileage rates for one designated vehicle per destination.

The town will follow the current IRS lodging rates.

The town will allow $10.00 per day for breakfast, $15.00 per day for lunch, and $30.00 per day for dinner, if you are out of town for more than four hours. If there are meals provided at your hotel or conference, you will not be reimbursed for those particular meal times. There is a 20% limit on tipping with town funds. No alcohol purchases will be allowed.

Clerk is to handle all lodging reservations, seeking the lowest cost, after council has approved dates, based on Agenda.

Detailed receipts must be turned in to the Clerk/Treasurer at your earliest convenience when you return from your trip.

Approved by Mayor Greg Rohrer and Town Council on this 20th day of April, 2020.