

Exhibit "A"

2. Out-of-Pocket Expenses (incurred by the employee or elected official when using a City owned vehicle). Covered expenses include:
  - a. Gas, oil, and/or fluids
  - b. Necessary repairs (i.e.: flat tire, etc.)
  - c. The City shall provide for a per diem reimbursement capped at \$51 a day.
  - d. The Reimbursement of any out of pocket expenses not covered by the per diem set forth above must be approved in advance and the receipt for such approved expenses must be provided before the reimbursement is made. Reimbursements shall not include any expenses for alcohol, but upon approval in advance may be used for tips which shall not exceed 15% of the meal amount. The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaints, as well as disciplinary action.