

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
MARCH 20, 2017 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara	_____	Trustee Miller	_____
Clerk Wright	_____	Trustee White	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Frazier	_____	Attorney McCauley	_____
Trustee Martin	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

- 1. Discussion on Township Employee Travel and Training.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: _____

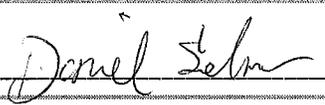
Work Study Date: March 20, 2017

REQUEST FOR BOARD ACTION

Consent Agenda	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Discussion on the Township Travel and Training		
DEPARTMENT	Supervisor		
PRESENTER	Kevin McNamara		
PHONE NUMBER			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
Board member discussion on the Township Travel and Training	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

7. EXPENDITURE REIMBURSEMENT:

A. Meals and Travel Expenses:

The Charter Township of Van Buren shall reimburse all officials, directors and employees for necessary expenses incurred in the performance of their duties. This includes allowable expenses incurred while attending training seminars or meetings specifically related to the performance of an elected or employment position with the Charter Township of Van Buren. The following items are reimbursable travel expenses:

- Mileage
- Meals and lodging
- Parking fees
- Tolls

Mileage shall be reimbursed at the rate established annually by the Federal Government. The actual and reasonable cost of meals shall be reimbursed. Meal reimbursement vouchers are subject to review by the three full time elected officials. Meal reimbursement shall not take place if meals are provided as part of the training seminar.

Travel advances will be issued when requested in advance. Within one week of returning from an approved conference or seminar, all prepaid advances shall be documented with receipts listed on a travel voucher for either additional reimbursement or repayment.

No out of state travel will be allowed. If it is decided that it is vital and necessary, it needs to have prior approval from the three full-time elected officials.

All other requests for reimbursements shall be listed on a travel voucher and submitted with receipts to document the request.

Employees are expected to use their best judgment when submitting for reimbursable expenses. The following list details specific items that are **not** allowable reimbursable expenses:

- Travel related expenses incurred on behalf of a spouse, companion, etc.
- General entertainment
- Alcoholic Beverages
- Tobacco products
- Any other expenditure not required by and directly related to the official activity