

RESOLUTION 2026-50

RESOLUTION APPROVING AMENDMENT NO. 7 TO THE CITY OF WEST BRANCH EMPLOYEE HANDBOOK REGARDING MEAL REIMBURSEMENT POLICY

WHEREAS, the City of West Branch maintains an Employee Handbook to establish personnel policies and procedures; and

WHEREAS, the current meal reimbursement rate has remained unchanged since 2016; and

WHEREAS, the City Council finds it appropriate to update the meal reimbursement policy to ensure fairness, fiscal responsibility, and alignment with recognized governmental standards; and

WHEREAS, the U.S. General Services Administration (GSA) establishes annually updated per diem rates for Meals and Incidental Expenses (M&IE) for the Continental United States (CONUS); and

WHEREAS, adopting the GSA CONUS M&IE rate will allow the City's meal reimbursement policy to automatically adjust in accordance with federal standards without the need for frequent handbook amendments;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that:

Section 1. Amendment No. 7

The Employee Handbook is hereby amended by replacing the current Meal Reimbursement provision with the following:

Meal Reimbursement Policy

Employees traveling on authorized City business shall be reimbursed for meals and incidental expenses in accordance with the standard CONUS Meals and Incidental Expenses (M&IE) per diem rate as established and published by the U.S. General Services Administration (GSA) and in effect at the time of travel.

For full days of authorized travel, the employee shall be eligible for reimbursement up to one hundred percent (100%) of the applicable daily CONUS M&IE rate.

For the first and last day of travel, reimbursement shall be limited to seventy-five percent (75%) of the applicable daily CONUS M&IE rate, consistent with federal per diem guidelines.

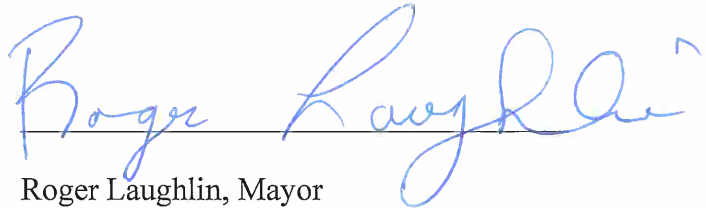
Reimbursement may be reduced when meals are provided as part of a conference, training, meeting, or event.

Lodging reimbursement shall remain subject to separate City policy.

Section 2. Effective Date

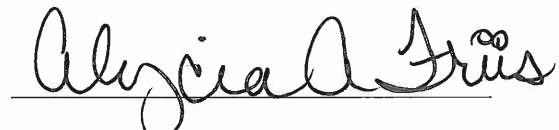
This amendment shall take effect upon approval and shall supersede all prior meal reimbursement provisions contained in the Employee Handbook.

PASSED AND APPROVED this 1st day of June, 2026.



Roger Laughlin, Mayor

ATTEST:



Alycia Friis, City Clerk