

September 9, 2013

Mr. Bob Bobinski, Chairman
Sunset Beach ABC Board
7400 High Market Street
Sunset Beach, NC 28468

Re.: Travel & Expense Reimbursement Policy

Dear Mr. Bobinski:

Please accept this letter as approval that the Sunset Beach Town Council, as the Sunset Beach ABC Board Appointment Authority, allows the Sunset Beach ABC Board to modify and use the Town of Sunset Beach Travel and Expense Reimbursement Policy. The current Town Policy is as follows:

Section 19. Travel and Expense Reimbursement

Employees, elected and appointed officials will, from time to time, be involved in out of town travel to attend schools, business meetings, conferences, etc. All reasonable expenses (i.e., meals, lodging, etc.) shall be reimbursed at actual costs, while travel in a personal car will be reimbursed at a mileage rate consistent with prevailing IRS limits for nontaxable reimbursements authorized by the Town Administrator. Employees traveling out of town to attend schools or conferences will be paid at a rate 1/2 of their calculated hourly rate while in transit.

Employees, elected and appointed officials, attending meetings, conferences, etc., where lodging is offered and available at the institution, shall be required to use such accommodations.

Reimbursement for meal expenses shall be guided by reasonableness. Meal expenses shall ordinarily be reimbursable only when incurred on out of town travel, a minimum of overnight, or when the purpose of the travel, such as meetings, that continue around lunch, or when the meal itself is the occasion of a business meeting. All travel claims

must be supported by detailed documentation, usually in the form of receipts or similar vouchers. Expense reports must accompany all claims.

The Town Administrator, upon the recommendation of the Finance Officer, may deny reimbursement of any questionable, unsupported, or excessive expense claims submitted by employees.

Please contact me if additional information is needed.

Sincerely,

Richard Cerrato
Mayor