

**UPPER DARBY TOWNSHIP,
DELAWARE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 7-25

A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, ADOPTING THE UPPER DARBY TOWNSHIP COUNCIL EXPENSE REIMBURSEMENT POLICY; REPEALING ALL INCONSISTENT RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Upper Darby Township Council recognizes the importance of ensuring the ethical, appropriate, and accountable use of public funds; and

WHEREAS, the Council members incur expenses while conducting Township business and must be reimbursed in a manner that reflects responsible fiscal management and transparency; and

WHEREAS, the Upper Darby Township Council desires to establish clear guidelines for the reimbursement of expenses to ensure fairness and compliance with Township policies; and

WHEREAS, the Upper Darby Township Council has reviewed and considered the adoption of an official Expense Reimbursement Policy for the purpose of providing clear instructions regarding eligible expenses, reimbursement procedures, and documentation requirements.

NOW, THEREFORE, be it, and it is hereby **RESOLVED** by Upper Darby Township Council, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

I. Upper Darby Township Council Expense Reimbursement Policy

Purpose

The purpose of this policy is to establish guidelines for the reimbursement of expenses incurred by members of the Upper Darby Township Council while conducting Township business, ensuring that expenditures are ethical, appropriate, and properly documented.

Scope

This policy applies to all Upper Darby Township Council members utilizing their annual expense accounts for Township-related business, including but not limited to travel, training, meetings, and other necessary expenses.

Policy Statement

Council members are entrusted with public funds to conduct Township business in a responsible and transparent manner. All reimbursements must be for legitimate Township business expenses and should reflect responsible use of taxpayer dollars. This policy aims to ensure that all requests for reimbursement are accountable, well-documented, and meet the standards of ethical conduct.

General Guidelines

1. Eligibility for Reimbursement:

Reimbursement is allowed for expenses that are directly related to conducting Township business. These may include, but are not limited to:

- Travel expenses for attending meetings, conferences, and trainings that benefit Township business.
- Registration fees for professional development or training relevant to the member's role.
- Costs for necessary materials, supplies, or other expenses incurred in the course of performing official duties.

2. Ethical Spending:

All spending must be in line with the principles of transparency, accountability, and integrity. Expenses must be necessary, reasonable, and directly related to the Council member's official duties. Personal expenses will not be reimbursed under any circumstances.

3. Documentation Requirements:

For each expense request, Council members must provide the following documentation:

- A completed Council Reimbursement Form.
- Receipts or invoices: For all expenses, detailed receipts or invoices are required for reimbursement.
- Proof of payment: Council members must submit proof of payment (e.g., credit card statement, canceled check, or other appropriate documentation).
- Description of the purpose of the expense: Council members must include a brief explanation of how the expense relates to Township business.
- Mileage logs (if applicable): For travel using a personal vehicle, members must submit a mileage log with the starting and ending locations, dates, and miles traveled.

4. Expense Categories and Limits:

- **Travel:** Transportation costs (e.g., airfare, mileage, taxi, or ride-share services) will be reimbursed at the prevailing rates, subject to reasonable limits.
- **Meals:** Reasonable meal expenses incurred during travel or official Township business are reimbursable. The cost should not exceed \$35 per meal. Alcohol is not reimbursable.

- **Lodging:** Hotel stays or other accommodations will be reimbursed based on the actual cost of lodging, subject to reasonable limits, and must be pre-approved if the cost exceeds \$200 per night.
- **Registration/Training Fees:** Fees for attending conferences, seminars, or training sessions relevant to Council duties are reimbursable upon submission of receipts.

5. Submission Timeline:

Expense reimbursement requests must be submitted within 15 days of the date the expense was incurred. Submissions after this period will not be considered for reimbursement.

6. Approval Process:

- Reimbursement requests must be submitted to the Township Finance Department, along with all required documentation.
- The Township Chief Administrative Officer, or their designee, will review the requests to ensure compliance with this policy and verify that the expenses are appropriate.
- Any expenses deemed unreasonable or unrelated to Township business will not be reimbursed and will be returned to the submitting Council member for clarification or correction.
- Reimbursement requests may be subject to review by the Township Council, particularly in cases of unusual or high-cost expenditures.

7. Non-Eligible Expenses:

The following expenses are not eligible for reimbursement:

- Personal expenses or those unrelated to Township business.
- Gifts, entertainment, or recreational activities.
- Any expenses incurred by family members or friends accompanying the Council member on Township business.

Compliance and Accountability

Council members are responsible for ensuring that all expenses comply with this policy and are reasonable and necessary. Failure to comply with the policy or misuse of Township funds may result in disciplinary action, including the repayment of funds and possible suspension of expense account privileges.

Policy Review and Amendments

This policy will be reviewed annually and may be amended as necessary to meet the needs of

Upper Darby Township and ensure proper stewardship of taxpayer dollars. All amendments must be approved by the Township Council.

- II. All resolutions, or parts thereof, inconsistent with the provisions of this Resolution are hereby repealed to the extent of the inconsistency.
- III. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution or on the Upper Darby Township Fee Schedule.
- IV. This Resolution shall be effective immediately.

RESOLVED and **ADOPTED** this 19th day of March, 2025.

SEAL:

ATTEST: _____

MICHELLE BILLUPS
SECRETARY OF COUNCIL

BY: _____

HAFIZ TUNIS, JR.
PRESIDENT OF COUNCIL

APPROVED this 19th day of March, 2025.

ATTEST: _____

CRANDALL O. JONES
CHIEF ADMINISTRATIVE OFFICER

BY: _____

EDWARD BROWN
MAYOR

