

No: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Saint Paul  
Office of the Mayor**

**ADMINISTRATIVE ORDER**

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WHEREAS, the Saint Paul Police Department is seeking actual cost of expenses which will include airfare or mileage, meals and taxi service for assessors that will assist in evaluating our candidates for sergeant position administered September 27-30, 2011 at Crowne Plaza Hotel.

WHEREAS, all air travel must be authorized by the City's Project Manager and will be reimbursed at the cost of economy fare. Mileage costs incurred for the use of privately-owned vehicles in the performance of service shall be at the standard mileage rates in effect at the time of travel as set forth by the Internal Revenue Service. Taxi service to and from the airport shall be reimbursed at actual cost.

WHEREAS, breakfast shall be provided as part of lodging at the Crowne Plaza Hotel. The City shall provide a catered lunch each day of the exam. Assessors shall be paid a flat per diem allowance of \$35.00 for all other meals and incidentals. For the Sergeant's exam, we will also be purchasing snacks and pop for the break areas.

BE IT ORDERED, that the proper city officials are hereby authorized to pay the costs associated with the above, not to exceed \$10, 000 from account code 001-04000-0219

A copy of said order is to be kept on file and on record in the Office of Financial Services.

**Funding source: 001-04000-0219**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Date

*Chief Tom Smith /s/ AC Kent Reed* 9/14/11  
\_\_\_\_\_  
Department Director Date

\_\_\_\_\_  
Director of Financial Services

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Date