

No: _____

Date: _____

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

ADMINISTRATIVE ORDER

WHEREAS, the Saint Paul Police Department is seeking actual cost of expenses which will include luggage fees, mileage, meals and taxi service for assessors who will assist in evaluating our candidates for the sergeant position; and

WHEREAS, 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 costs along with luggage fees charged by the airline; and

WHEREAS, the City shall provide a catered lunch each day of the exam and assessors shall be paid a flat per diem allowance of \$51.00 for all other meals and incidentals. Snacks and pop for the break areas will also be purchased; and

BE IT ORDERED, that the proper city officials are hereby authorized to pay the costs associated with the above, not to exceed \$5.508 from Accounting Unit 10023100; Activity 2310040000.

POLICE DEPARTMENT APPROVAL



Thomas E. Smith, Chief of Police