

RESOLUTION NO. 2025.02-01

A Resolution of the City of Midfield, Alabama to approve an Advance Travel Request for Falencia Ratcliff, City Clerk/Treasurer in the amount of \$964.52 to attend the Municipal Clerks Spring Training in Tuscaloosa, Al from

March 4-6, 2025.

Whereas, Falencia Ratcliff, City Clerk/ Treasurer is traveling from March 4-6, 2025, to Tuscaloosa, AL to attend the Municipal Clerks Spring Training, and;

Whereas, Alabama Code Section 36-7-1 provides that no officer or employee of a municipality shall be reimbursed from the treasury of the municipality unless an itemized statement of that expense is presented and approved as required by section 36-7-2; and,

Whereas, Section 36-7-2 requires the officer and employee immediately upon return from an out of city trip to present the itemized statement to the city clerk who shall then present the itemized statement to the city council at the next regular meeting within 30 days safter it was presented to the city clerk. If the city council rejects the itemized statement, the official or employee cannot be reimbursed, and;

Whereas, Section 36-7-3 states that no sum shall be advanced from the municipal treasury to defray the travel expenses of a city official or employee unless the governing body passes a resolution allowing the advance, and;

Whereas, it has been held by the Alabama Court of Civil Appeals in *Cassady vs. Claiborne* 590 So 2d 339 (Alabama Civil Appeals 1991) that a city council cannot retroactively approve an advance of travel expenses which were not properly made; and,

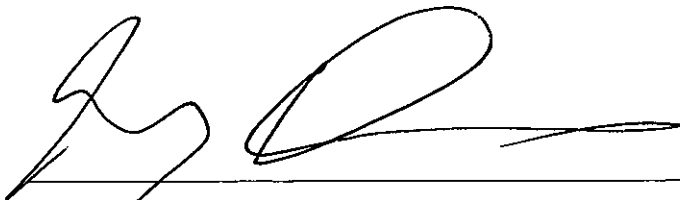
Whereas, if funds are advanced to an official or an employee, and the official or employee fails to present the itemized statement of expenses immediately upon return of the official or employee, then the official or employee is personally

liable for the advance received, and the amount of the advance may be deducted from any future salary received from the city, and;

Whereas, Falencia Ratcliff, City Clerk/Treasurer requests an advance travel request to cover the cost of hotel, registration and transportation to Tuscaloosa, AL in the amount of \$964.52.

Now Therefore Be It Resolved, that the City Council authorizes the City Clerk to issue the advance amount set above to Falencia Ratcliff, City Clerk/Treasurer.

Adopted and Approved on this 24th Day of February 2025.



Gary Richardson, Mayor



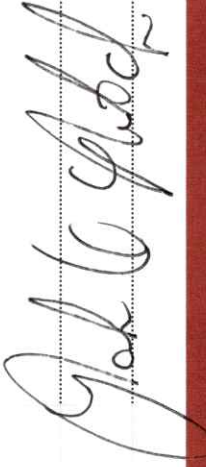
Falencia Ratcliff, City Clerk

Travel Advance Request

Date Submitted	February 24, 2025
Traveler Name	Falencia Ratcliff
Traveler Address	725 Bessemer Super Highway Midfield, AL 35228
E-mail Alias	cityclerk@cityofmidfield.com
Phone	205-745-3541
Department	Admin Department
Destination	Tuscaloosa, AL
Departure Date	March 4, 2025
Return Date	March 6, 2025
Purpose of Travel	Municipal Clerks Spring Training
Total Advance Requested	\$964.52
Approved By	Mayor Gary Richardson

IMPORTANT NOTICE

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Failure to provide an expense report with receipts within 14 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.

Approval Signature 

Traveler Signature _____

Date Approved _____

Date Signed 3-26-2025

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare/Mileage	88.6MILES ROUND TRIP X \$.70	\$31.01	2	\$62.02
Conference/Registration Fees	Bryant Conference Center		3	\$285.00
Lodging	Ac hotel in Tuscaloosa	\$126.50	3	\$379.50
Meals and Tips	First and Last day	\$238.00	4	\$238.00
Miscellaneous				\$0.00
Grand Total				\$964.52



IRS increases the standard mileage rate for business use in 2025; key rate increases 3 cents to 70 cents per mile

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional [standard mileage rate](#) for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for [active-duty members of the Armed Forces who are moving](#).

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- **70 cents per mile driven for business use, up 3 cents from 2024.**
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.



U.S. General Services Administration

FY 2025 per diem highlights

We establish the per diem rates for the continental United States (CONUS), which includes the 48 contiguous states and the District of Columbia. Federal agencies use the per diem rates to reimburse their employees for subsistence expenses incurred while on official travel.

Federal per diem rates consist of a maximum lodging allowance component and a meals and incidental expenses (M&IE) component. The standard rate of \$178 (\$110 lodging, \$68 M&IE) applies to most of CONUS. For fiscal year (FY) 2025, there are 296 non-standard areas (NSAs) that have per diem rates higher than the standard rate.

Since FY 2005, we have based the maximum lodging allowances on average daily rate (ADR) data. ADR is a widely accepted lodging industry measure derived from a property's room rental revenue divided by the number of rooms rented. This calculation provides us with the average rate in an area. For more information about how lodging per diem rates are determined, visit .

We remind agencies that the Federal Travel Regulation (FTR) allows for actual expense reimbursement when per diem rates are insufficient to meet necessary expenses. Please see [FTR § § 301-11.300 through 11.306](#) for more information.

FY 2025 results

The standard CONUS lodging rate increased from \$107 to \$110. The M&IE rate tiers were revised for FY 2025; they were last revised in FY 2022. The standard M&IE rate increased from \$59 to \$68, and the M&IE rate tiers for non-standard areas increased from \$59-\$79 to \$68-\$92.

The following locations that were NSAs (or part of an established NSA) in FY 2024 moved into the standard CONUS rate category:

- Ft. Wayne, IN (Allen County)
- Canton, OH (Stark County)
- Mentor, OH (Lake County)
- East Greenwich / Warwick, RI (Kent County)
- Waco, TX (McLennan County)
- Wisconsin Dells, WI (Columbia County)

Last updated: Oct 15, 2024

Course Detail: MCSI - Municipal Clerks Spring Institute

These Municipal Government Trainings are for individuals looking to increase proficiency, professionalism, and knowledge. Municipal clerks, assistant clerks, city managers, administrators, administrative assistants, city treasurers, finance officers and purchasing agents are welcome to attend.

Available Sessions

March 5-7, 2025, Bryant Conference Center- Rast Room A&B (11 seats (8% remaining))

March 5-7, 2025, Online

ID: 3535111

Title: **Municipal Clerks Spring Instit**

Ordered on: 02/21/25

Dates: March 5-7, 2025

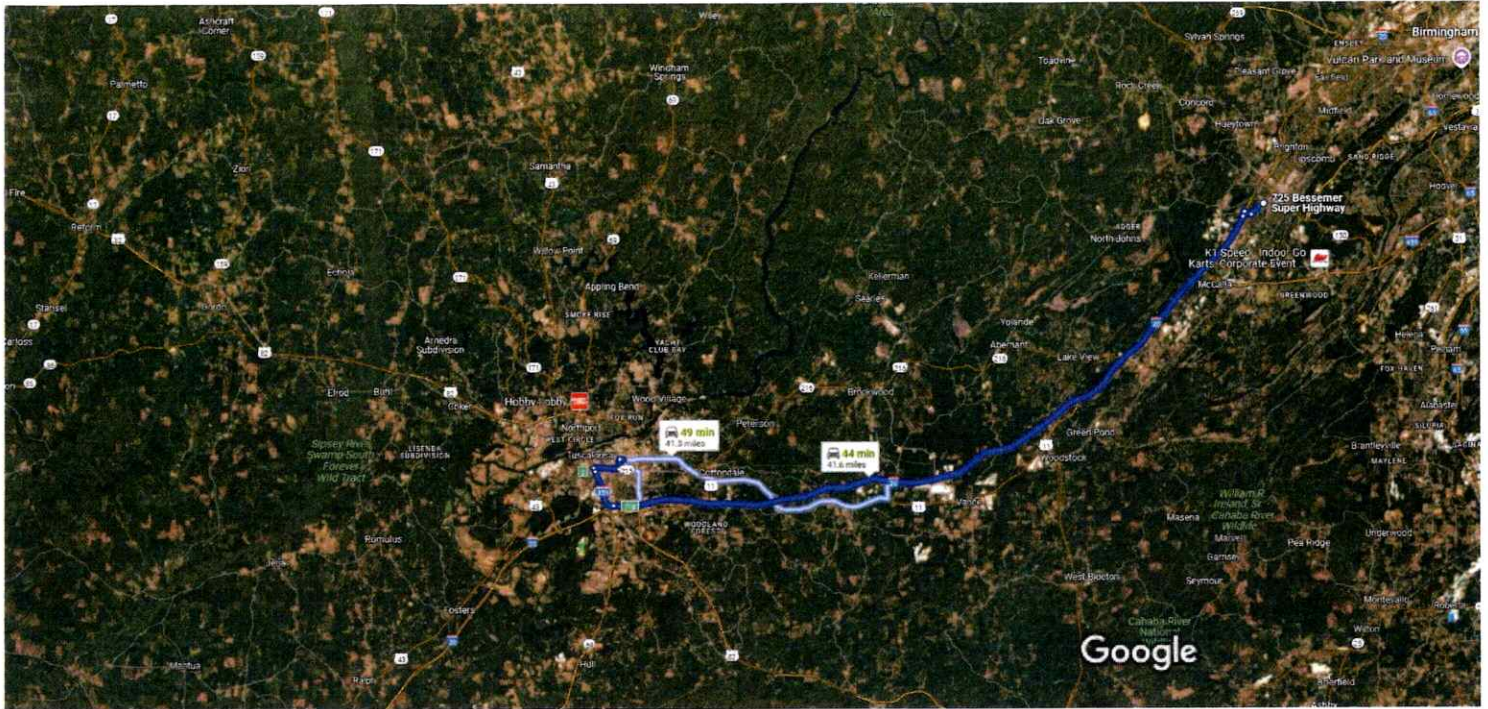
Status: Registrant Enrolled

 **Add To My Calendar**

Fee: \$285.00

Balance: \$0.00

Click Here To Add Additional Courses ▶



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725 Bessemer Super Hwy
Bessemer, AL 35020

Get on I-20 W/I-59 S from US-11 S/9th Ave N and Splash Adventure Pkwy

- ↑ 1. Head northeast 4 min (1.9 mi)
- ↘ 2. Sharp right toward 8th St N 197 ft
- ↙ 3. Turn left toward 8th St N 226 ft
- ↙ 4. Turn left onto 8th St N 253 ft
- ↙ 5. Turn left onto US-11 S/9th Ave N 269 ft
- ↘ 6. Turn right onto Splash Adventure Pkwy 0.9 mi
- ↗ 7. Turn left to merge onto I-20 W/I-59 S toward Tuscaloosa 0.4 mi
- 0.3 mi

Follow I-20 W/I-59 S to 15th St in Tuscaloosa. Take exit 2 from AL-69 N/I-359 N

34 min (40.4 mi)

- 8. Merge onto I-20 W/I-59 S
38.1 mi
- 9. Use the right 2 lanes to take exit 71B to merge onto AL-69 N/I-359 N toward Tuscaloosa
2.2 mi
- 10. Take exit 2 for U.S-11 S/U.S-43 S/15th St toward Stillman College
0.2 mi

Continue on 15th St. Drive to Paul W Bryant Dr

- 11. Turn right onto 15th St (signs for AL-215 N)
5 min (2.0 mi)
1.3 mi
- 12. Turn left onto Hackberry Ln
i Pass by Jack's Family Restaurant (on the left in 0.3 mi)
0.5 mi
- 13. Turn right onto Paul W Bryant Dr
0.2 mi

Bryant Conference Center

240 Paul W Bryant Dr, Tuscaloosa, AL 35401



Privately owned vehicle (POV) mileage reimbursement rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2025.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2025	\$1.75
If use of privately owned automobile is authorized or if no government-furnished automobile is authorized and available	January 1, 2025	\$0.70
If government-furnished automobile is authorized and available	January 1, 2025	\$0.21
Motorcycle	January 1, 2025	\$0.68

Relocation	Effective/applicability date	Rate per mile
Standard mileage rate for moving purposes	January 1, 2025	\$0.21

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) website.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.

Questions

Have travel policy questions? Use our '[Have a Question?](#)' site

Last updated: Dec 30, 2024



AC Hotel Tuscaloosa Downtown

2585 Gary Fitts Street, Tuscaloosa, Alabama USA, 35401

Confirmation Number 1: 99165582

Your reservation is guaranteed to your Visa card.

Stay Details

STAY DATES

Tue, Mar 04, 2025 - Fri, Mar 07, 2025

TOTAL FOR STAY

379.5 USD

ROOM TYPE

Guest room, 2 Queen

ROOMS

1

ADULTS

1

ROOM PREFERENCES

NOT GUARANTEED: Extra towels, High floor, Extra foam pillows.

RATE

Government State Rate
(Non-Commissionable Rate)

Cancellation Policy



You may cancel your reservation for no charge before 11:59 PM local hotel time on March 3, 2025 (1 day[s] before arrival). Please note that we will assess a fee of 126.50 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

Summary of Charges

Tuesday, Mar 04, 2025	110.00 USD
Wednesday, Mar 05, 2025	110.00 USD
Thursday, Mar 06, 2025	110.00 USD
Total Cash Rate	330.00 USD
Estimated Government Taxes and Fees	49.50 USD

Total for Stay

379.50 USD

Primary destination 	County 	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Birmingham	Jefferson	\$80	\$20	\$22	\$33	\$5	\$60.00
Gulf Shores	Baldwin	\$74	\$18	\$20	\$31	\$5	\$55.50
Huntsville	Madison	\$74	\$18	\$20	\$31	\$5	\$55.50
Mobile	Mobile	\$74	\$18	\$20	\$31	\$5	\$55.50

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#) 
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#) 
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#) 
- [Rates in foreign countries \(set by State Dept.\)](#) 
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23



FY 2025 per diem rates for Alabama

Change fiscal year: or [New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Birmingham	Jefferson	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
Gulf Shores	Baldwin	\$134	\$134	\$134	\$134	\$134	\$163	\$163	\$163	\$216	\$216	\$134	\$134
Huntsville	Madison	\$141	\$141	\$141	\$141	\$141	\$141	\$134	\$134	\$134	\$134	\$141	\$141
Mobile	Mobile	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.