

**WEST BRADFORD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
RESOLUTION NO. 25-08**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST BRADFORD TOWNSHIP TO ADOPT AN EMPLOYEE MEAL REIMBURSEMENT, PER DIEM, AND MILEAGE REIMBURSEMENT POLICY AND TO INCLUDE IT IN THE TOWNSHIP EMPLOYEE HANDBOOK.

WHEREAS, the Township wishes to establish clear and consistent guidelines for reimbursing employees for meals and mileage during approved work-related travel; and

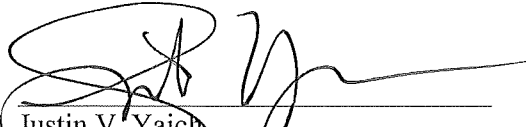
WHEREAS, the policy allows employees to either submit meal receipts or use the federal per diem rates, and provides for mileage reimbursement at the IRS rate when using a personal vehicle for approved township business; and

WHEREAS, the Board of Supervisors has reviewed the proposed policy and finds it to be in the best interest of the Township;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of West Bradford Township hereby adopts the attached Employee Meal Reimbursement, Per Diem, & Mileage Reimbursement Policy and directs that it be added to the Township Employee Handbook as Appendix D.


RESOLVED and adopted this 13th day of May, 2025.

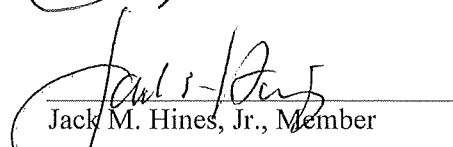
ATTEST:


Justin V. Yaich
Township Secretary

**WEST BRADFORD TOWNSHIP
BOARD OF SUPERVISORS**


Kevin Houghton, Chair


Laurie W. Abele, Vice Chair


Jack M. Hines, Jr., Member