

FCO 2023-31

ORDINANCE REGARDING HOTEL REIMBURSEMENT

WHEREAS, the Board of Floyd County Commissioners have agreed to reimburse certain hotel expenses and meals of County employees; and

WHEREAS government reimbursement for lodging pursuant to IC 5-11-14-1 is as follows:

IC 5-11-14-1 Conferences; expense allowance

Note: This version of section effective until 1-1-2024. See also following version of this section, effective 1-1-2024.

Sec. 1. (a) As used in this section, "official" includes the following:

- (1) An elected official who is entitled to attend a conference under this section.
- (2) An individual elected to an office who is entitled to attend a conference under this section.
- (3) A deputy or an assistant to an elected official who is entitled to attend a conference under this section.

(b) The state board of accounts shall annually call a conference of each of the following:

- (1) County auditors and auditors elect.
- (2) County treasurers and treasurers elect.
- (3) Circuit court clerks and circuit court clerks elect.

(c) Each of the conferences called under subsection (b):

- (1) must be held at a time and place fixed by the state examiner;
- (2) may be held statewide or by district; and
- (3) may not continue for longer than three (3) days in any one (1) year.

(d) The following training must be provided at each conference called under subsection (b):

- (1) The proper use of forms prescribed by the state board of accounts.
- (2) The keeping of the records of the respective offices.
- (3) At the conference for county treasurers and treasurers elect, investment training by the following:
 - (A) The treasurer of state.
 - (B) The board for depositories.
 - (C) Any other person the state examiner considers to be competent in providing investment training.

(4) Any other training that, in the judgment of the state examiner, will result in the better conduct of the public business.

(e) The state examiner may hold other conferences for:

- (1) the officials described in subsection (b); or
- (2) other county, city, or township officers;

whenever in the judgment of the state examiner conferences are necessary.

(f) Whenever a conference is called by the state board of accounts under this section, an elected official, at the direction of the state examiner, may require the attendance of:

- (1) each of the elected official's appointed and acting chief deputies or chief assistants; and

(2) if the number of deputies or assistants employed:

(A) does not exceed three (3), one (1) of the elected official's appointed and acting deputies or assistants; or

(B) exceeds three (3), two (2) of the elected official's duly appointed and acting deputies or assistants.

(g) Each official representing a unit and attending any conference under this section shall be allowed the following:

(1) A sum for mileage at a rate determined by the fiscal body of the unit the official represents for each mile necessarily traveled in going to and returning from the conference by the most expeditious route. Regardless of the duration of the conference, only one (1) mileage reimbursement shall be allowed to the official furnishing the conveyance even if the official transports more than one (1) person.

(2) An allowance for lodging for each night preceding conference attendance in an amount equal to the single room rate. However, lodging expense, in the case of a one (1) day conference, shall only be allowed for persons who reside fifty (50) miles or farther from the conference location.

(3) Reimbursement of an official, in an amount determined by the fiscal body of the unit the official represents, for meals purchased while attending a conference called under this section.

(h) The state board of accounts shall certify the number of days of attendance and the mileage for each conference to each official attending any conference under this section.

(i) All payments of mileage and lodging shall be made by the proper disbursing officer in the manner provided by law on a duly verified claim or voucher to which shall be attached the certificate of the state board of accounts showing the number of days attended and the number of miles traveled. All payments shall be made from the general fund from any money not otherwise appropriated and without any previous appropriation being made therefor.

(j) A claim for reimbursement under this section may not be denied by the body responsible for the approval of claims if the claim complies with [IC 5-11-10-1.6](#) and this section.

Formerly: Acts 1943, c.116, s.1; Acts 1949, c.89, s.1; Acts 1967, c.67, s.1; Acts 1972, P.L.39, SEC.1; Acts 1975, P.L.15, SEC.5. As amended by Acts 1977, P.L.55, SEC.1; Acts 1981, P.L.53, SEC.1; P.L.72-1995, SEC.1; P.L.10-1997, SEC.5; P.L.35-1999, SEC.3; P.L.98-2000, SEC.3; P.L.169-2006, SEC.6.

IC 5-11-14-1 Conferences; expense allowance

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(2) An individual elected to an office who is entitled to attend a conference under this section.

(3) A deputy or an assistant to an elected official who is entitled to attend a conference under this section.

(b) The state board of accounts shall annually call a conference of each of the following:

(1) County auditors and auditors elect.

(2) County treasurers and treasurers elect.

- (3) Circuit court clerks and circuit court clerks elect.
 - (4) City and town controllers and clerk-treasurers, newly appointed city and town controllers, and city and town clerk-treasurers elect.
 - (5) Township trustees and township trustees elect.
- (c) Each of the conferences called under subsection (b):
- (1) must be held at a time and place fixed by the state examiner;
 - (2) may be held statewide or by district; and
 - (3) may not continue for longer than three (3) days in any one (1) year.
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 - (4) Any other training that, in the judgment of the state examiner, will result in the better conduct of the public business.
- (e) The state examiner may hold other conferences for:
- (1) the officials described in subsection (b); or
 - (2) other county, city, or township officers;
- whenever in the judgment of the state examiner conferences are necessary.
- (f) Whenever a conference is called by the state board of accounts under this section, an elected official, at the direction of the state examiner, may require the attendance of:
- (1) each of the elected official's appointed and acting chief deputies or chief assistants; and
 - (2) if the number of deputies or assistants employed:
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(j) A claim for reimbursement under this section may not be denied by the body responsible for the approval of claims if the claim complies with [IC 5-11-10-1.6](#) and this section.

(k) The state board of accounts shall keep attendance of elected officials at each conference called by the state board of accounts and publish the attendance on the state board of accounts' website.

(l) Elected officials must attend the applicable annual conference called by the state board of accounts a minimum of once every two (2) years.

Formerly: Acts 1943, c.116, s.1; Acts 1949, c.89, s.1; Acts 1967, c.67, s.1; Acts 1972, P.L.39, SEC.1; Acts 1975, P.L.15, SEC.5. As amended by Acts 1977, P.L.55, SEC.1; Acts 1981, P.L.53, SEC.1; P.L.72-1995, SEC.1; P.L.10-1997, SEC.5; P.L.35-1999, SEC.3; P.L.98-2000, SEC.3; P.L.169-2006, SEC.6; P.L.58-2023, SEC.2.

WHEREAS county employees may also be attending meetings and conferences out-of-town that are not designated herein.

NOW, THEREFORE, BE IT ORDAINED BY THE Board of Commissioners of Floyd County, Indiana, that hotel expenses and meal expenses of County employees shall be reimbursed as follows:

1. Meal expenses shall be reimbursed for County Employees for expenses approved for necessary travel as related to County employee's duties and responsibilities and shall be reimbursed up to \$40 per day.
2. Hotel expenses shall be reimbursed for County Employees for expenses approved for necessary travel as related to County employee's duties and responsibilities and shall be reimbursed up to \$175.00 per night without prior preapproval.
3. Other than that, described herein, hotels shall not be compensated for unless the destination exceeds 75 miles from the employee's home. Conferences held in French Lick qualify for the reimbursement.
4. The Commissioner's have the authority to approve any expenditures by the county employee that exceed the pre-authorized amount by Resolution either before or after the expenditure is incurred.

Adopted and passed this 1st day of August, 2023.

COMMISSIONERS this 1st **ADOPTED** by the Floyd County BOARD OF day of August, 2023.

Al Knable

Al Knable, President

John Schellenberger

John Schellenberger, Commissioner

Jason Sharp

Jason Sharp, Commissioner

Attest:

Diana M. Topping

Diana Topping, Auditor