

ORDINANCE NO. 2015- 13

ORDINANCE TO ESTABLISH A TRAVEL POLICY
FOR ELECTED COUNTY OFFICIALS AND EMPLOYEES

WHEREAS, it shall be necessary for elected officials and employees of Martin County to attend and travel to certain meetings in connection with County business.

BE IT THEREFORE ORDAINED that the reimbursement for said travel and expense shall be paid to such elected officials and employees as follows:

1. Actual cost of lodging including taxes, except that such costs does not include the cost, if any, for occupation of said facility by a spouse. In the case of a one (1) day session, a lodging allowance may be paid only to persons who reside more than fifty (50) miles from the session location. A lodging allowance may be paid to a person who resides within fifty (50) miles if the session is scheduled for longer than one (1) day and said person attends the entire session.
2. Mileage shall be reimbursed at the annual rate as set by the Martin County Council. Actual parking, toll fees and taxi fees are allowed in addition to mileage, for business purposes only.
3. Actual food expenditures shall be allowed up to Fifty-five Dollars (\$55.00) per day. Tips shall be reimbursed for up to fifteen percent (15%) of the total bill.
4. Elected officials and employees attending a State Board of Accounts Called Conference shall be reimbursed in the amount provided by I.C. 5-11-14-1.
5. Elected officials and employees attending State Board of Tax Commissioners Conferences shall be reimbursed in accordance with I.C. 6-1.1-35-3 with the subsistence allowance to not be less than the subsistence allowance paid to state employees in travel status.
6. Elected officials and employees attending meetings called by the Indiana Election Commission shall be reimbursed in accordance with I.C. 3-6-4.2-14.
7. Long distance telephone calls (including cell phone calls) or faxes for business purposes only shall be reimbursed for actual costs incurred.
8. The following items shall not be paid or reimbursed by the County are:
 - A. In-room dry bars and in-room movies.
 - B. Room service.
 - C. Alcoholic beverages.
 - D. Lodging for spouse or other family members.
9. This Ordinance shall be in full force from and after its passing.

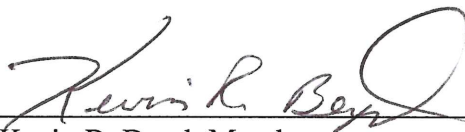
10. The Auditor of Martin County shall cause a copy of this Ordinance to be codified in the Martin County Code.

Passed and adopted this 18th day of August, 2015.

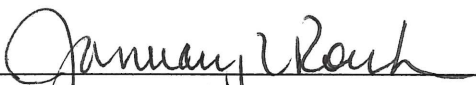
BOARD OF COMMISSIONERS OF
MARTIN COUNTY


Paul R. George, President

Dan Gregory, Member


Kevin R. Boyd, Member

ATTEST:


January L. Roush
Martin County Auditor