

ORDINANCE NO 2001-_____

**ORDINANCE REGARDING SHELBY COUNTY BUSINESS TRAVEL
POLICIES AND EXPENSE REIMBURSEMENT PROCEDURE**

WHEREAS, the Board of Commissioners in and for the County of Shelby, State of Indiana is the county executive for the said county and;

WHEREAS, the Shelby Council in and for the County of Shelby, State of Indiana is the fiscal body for said county, and ;

WHEREAS, the Shelby County Council and the Board of Commissioners for said county believe that it would be in the best interest of the county to establish and codify the county's policies relative to business related travel by county officials and employees and the reimbursement rates for lodging and subsistence, mileage and related expense, and ;

WHEREAS, the Shelby County Council and Board of Commissioners in and for said county have each considered this matter and have each acted upon this ordinance in their respective bodies;

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners in and for the county first above given and the Shelby County Council as follows:

POLICY STATEMENT

Shelby County officials and employees seeking reimbursement should incur the most reasonable travel expense and avoid impropriety or the appearance of impropriety, including the public perception that a business trip has been taken for personal reasons. Public funds may never be used for personal gain. All employees shall exercise special care not to seek reimbursement for expenses that could be reasonably construed to be personal. If training and educational opportunities are available within the State of Indiana, out-of-state travel for these purposes should be an infrequent occurrence.

EXPENSE REIMBURSEMENT STATEMENT

The County will reimburse officials and employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All employees must obtain advance authorization from the elected official/department head before planning or embarking on business travel. In order to be reimbursed for all authorized expenses, employees must submit a claim form, certificate of completion for training whenever applicable, and completed travel expense reports and receipts for all individual expenses within ninety (90) days after travel. It shall be the duty of the elected official/department head to monitor their department's compliance with this ordinance in all areas, including proper documentation as herein required which supports that actual payment has been made by their employee.

CRITERIA FOR APPROVAL OF COUNTY TRAVEL

County travel is designed to reimburse the expenses of an employee on county business and allowing up to one (1) day of travel time before and up one (1) day of travel time after the meeting, depending on actual circumstances, as approved by the elected official/department head.

In keeping with the "Policy Statement," travel status should not start prior to, or end after, the normally required periods of time necessary to complete the official county business, but occasionally an employee may be approved to make a trip that includes both personal/vacation time and business travel. If transportation costs increase due to the personal/vacation leave time, then the employee is responsible for payment of the additional charge. An employee shall exercise special care not to seek reimbursement for expenses that could be construed to be personal. If personal/vacation leave is combined with any trip, the lodging and subsistence for the extra days of travel time are not eligible for reimbursement.

RECOVERY OF EXPENSES ERRONEOUSLY PAID

The county may recover any expense or allowance paid to any employee or entity which was erroneously paid due to error, illegality or fraud.

TRANSPORTATION

Mileage

It shall be the policy of Shelby County to reimburse employees for mileage, parking and toll fees incurred during the performance of county business while utilizing the employee's personal vehicle. Employees shall be responsible for completing all sections of a mileage claim form including odometer readings. Reimbursement will be at the rate of 32.5 cents per mile. Travel within a 250-mile radius of Shelby County shall be by means of automobile. Valet parking will only be reimbursed with approval of the elected official or department head.

Air Travel

Coach class only will be reimbursed. Occasionally, it may be cost effective for an employee to travel on a weekend in order to obtain a less expensive airline fare. Lodging and meals for the weekend travel will be reimbursed to the employee if there is a net savings of \$100.00 or more to the county.

Transportation to the Airport

Mileage to deliver an employee to the terminal can be reimbursed; however mileage for a second round-trip to pick up the employee may not exceed the avoided long-term parking fees. Such parking shall be reimbursed.

Vehicle Rental

Vehicle rental expenses (including collision and/or liability damage waiver insurance) will be reimbursed when suitable local public transportation is not available or is less cost

effective than rental. The least expensive practical vehicle shall be rented. Receipts must be provided. Personal mileage will not be reimbursed.

$$\text{Reimbursement} = E \times \frac{M_d}{M_t}$$

Where: M_d is the mileage traveled on county business
 M_t is the total mileage traveled
 E is the total expense for the rental of the vehicle

LODGING

Shared Accommodations

- (A) If accommodations are shared by employees from different budgetary departments, separate hotel bills must be obtained showing the paid prorated share of the total room rate.
- (B) If accommodations are shared by non-county employee(s):
 - (1) A separate bill need not be issued if the expense of lodging is being shared with another person;
 - (a) The employee can claim the total bill divided by the number of occupants, if applicable; or
 - (b) The employee can claim the single occupancy room rate.
 - (2) The employee shall request the room clerk to record the payments and/or single occupancy room rate on the hotel bill.

Lodging Rates-Limitations

All employees must request the government rate. The maximum allowable in-state lodging rate shall be \$80.00 plus tax and the maximum allowable out-of-state rate shall equal \$125.00 plus tax. Employees who prefer accommodations that exceed these maximum rates will not receive full reimbursement. In the case of conferences or similar training sessions, that portion of a conference venue room rate which exceeds the established limits may be considered for reimbursement with approval of the Shelby County Council. If there is no conference venue, then the maximum allowable rates provided by this paragraph shall be applicable.

SUBSISTENCE ALLOWANCE

Reimbursement for Subsistence Allowance

	<u>12-24 Hours</u>	<u>7.5-12 Hours</u>
In-State Travel	Daily Rate \$26.00	\$13.00
Out-of-State	Daily Rate \$32.00	\$16.00

No subsistence allowance is paid for travel less than 7.5 hours. If meals are included in a conference registration, the subsistence allowance must be reduced as follows:

- (A) Breakfast, Brunch or Lunch
Daily Rate divided by four (4)
- (B) Dinner
Daily Rate divided by two (2)

No deductions shall be taken for continental breakfasts or meals served on airplanes. All subsistence allowance is inclusive of tips up to 15%.

One Day Travel

If an employee's time at work, not in travel status, combined with time in travel, all on one day is at least (12) hours, the employee may be reimbursed for breakfast or dinner, or both. If travel begins before 6:00 a.m., the employee may claim breakfast at the daily rate divided by four (4). If the employee is in travel status after 6:00 p.m., the employee may claim dinner at the daily rate divided by two (2).

ORDINANCE EXCEPTIONS/RESTRICTIONS

50 Mile Restriction/Exceptions

Except for state-called association meetings and annual association conferences, an employee is not entitled to lodging or a subsistence allowance for overnight travel, if travel is within a 50-mile radius of the office. The travel to and from association meetings/conferences within a 50-mile radius shall not necessitate any additional travel days. At the discretion of the elected official/department head, overnight travel is not necessarily required just because the travel is outside a 50-mile radius of the office. All destinations within the State of Indiana can be reached within a reasonable period of time; therefore, travel to training/conferences that begin at 11:30 a.m. or after shall be made on the same day, and travel for training/conferences that end by 1:00 p.m. shall be made on the same day. For out-of-state training/conferences, every effort should be made to arrange travel schedule so that arrival is the day on which the training/conferences begin and departure is the day on which the training/conferences end. An exception may be made for unsafe highway/weather or official/department head.

Fiscal Restrictions/Exceptions

Variation from the financial limits imposed by this ordinance are authorized only upon presentation by the elected official/department head and approval by majority vote of the Shelby County Council on a case by case basis.

Annual Review

This ordinance may be reviewed at least annually by the Shelby County Council and the Board of Commissioners with due consideration being given to the State of Indiana's then existing travel policies and procedures.

Record Keeping

An employee requesting reimbursement for the actual cost of any item of expenditure must include an original, itemized, and paid receipt with the claim for reimbursement. Most credit card receipts will not qualify as receipts by themselves, but then can be used as a "proof of payment" if a bill/invoice does not indicate it has been paid. Original receipts must be legible and unaltered. The corresponding credit card statement(s) must also be presented whenever applicable.

BE IT FURTHER ORDAINED that this ordinance shall be in full force and effect on and after the date of passage and promulgation as required by law.

BE IT FURTHER ORDAINED that this ordinance shall be included verbatim in the Personnel Policy Manual of Shelby County and shall be referred to as the "Business Travel Ordinance."

PASSED by the Shelby County Council sitting at the seat of government in the city of Shelbyville, State of Indiana this day of , 2001.

Herbert McClain

Phil Kaster

Jason Karmire

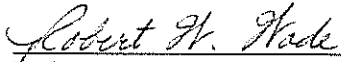
Gregg Graham

E. Wray Riggins

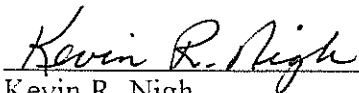
Sean Eberhart

Robert Carmony

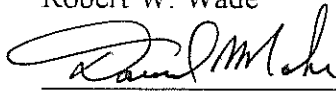
PASSED by the Board of Commissioners in and for Shelby County sitting at the seat of government in the city of Shelbyville, State of Indiana this day of , 2001.



Robert W. Wade



Kevin R. Nigh



David Mohr

Attested by:

Shelby County Auditor
Margaret L. Brunk

Explanation of Expenses: _____

Conference or Training Fee:

Attach Agenda or Certificate of Attendance/Completion
#Attending _____ Cost per person _____ Total _____

Lodging Expense:

of nights _____ Charge per night _____
Total including Tax _____ (per night maximums: In-State, \$80.00 plus tax,
Out-of-State \$125.00 plus tax. Other maximums may apply for state-called meetings, so
please attach the memorandum from the State board of Accounts or State Tax board that
reflects that information.)

Meals: Not to exceed \$26.00 per day, LESS any meals provided

Days/Hr. In Travel Status _____ days _____ hrs.
Totals: Day 1 _____ Day 2 _____ Day 3 _____ Day 4 _____
Day 5 _____

Vehicle Rental:

Vehicle Charge _____
Insurance Charge _____
Gas & Mileage Charge _____
Total: _____

Airline Expense:

Airline _____
Destination _____
Round-trip Total _____

Personal Vehicle Mileage Reimbursement

#of miles _____ @\$.28 per mile=\$ _____
Parking fees _____

Attach original receipts for all expenses listed.

Department Head Approval

I hereby certify that the above expenses for business travel were authorized and are
reimbursable in accordance with the Shelby County Business Travel Ordinance No. 98-
12.

Department Head

Date