

RESOLUTION 2016-5

TRAVEL POLICY

A RESOLUTION PROVIDING FOR THE REIMBURSEMENT OF REGISTRATION FEES, AND TRAVEL EXPENSES FOR OFFICERS AND EMPLOYEES OF THE TOWN OF FORT BRANCH

WHEREAS, it may be necessary for officers or employees of the Town of Fort Branch to travel in the course of performing their duties.

NOW, THEREFORE, BE IT RESOLVED by the Fort Branch Town Council, Gibson County, Indiana that:

An officer or employee may be reimbursed for mileage at the federal government mileage rate for the use of privately owned automobiles for official business. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law, and demonstrates proof of said insurance.

Mileage will be reimbursed at the federal rate.

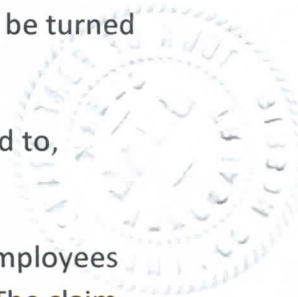
An officer or employee must file all receipts on appropriate forms. The officer or employee must state origin and destination of each trip in sufficient detail to account for the mileage claimed. Google or other internet mapping directions showing round trip mileage are acceptable in place of odometer readings. No reimbursements are payable for travel between home and office. Travel between Town Hall and Fifth Third Bank, Fort Branch to make deposits and any other banking business and the Fort Branch Post Office for mail pick up and drop off is to be reimbursed for the Clerk-Treasurer and her employees. Travel expense reports, which include travel expenses, incurred more than thirty (30) days before the voucher date must be accompanied by a letter of explanation detailing the reason.

If using a town credit card or paying expenses personally, all claims and receipts must be turned into the Clerk-Treasurer within seven (7) days of the trip.

Personal expenses incurred in traveling are not reimbursable, including but not limited to, personal telephone calls, laundry, entertainment, and alcoholic beverages.

When traveling outside the local units' boundaries on official business, officers and employees may also be reimbursed for lodging, meals, parking fees and registration for events. The claim for reimbursement of lodging and registration should be supported by itemized receipts and proof of registration. All meal receipts must show itemization of purchase and all receipts must be turned into the Clerk-Treasurer with seven (7) days of the trip.

According to IRS Regulations, while traveling on business, unless employee has overnight accommodation, meals will be taxable.



Per the State Board of Accounts, **minimum** meal payment is as follows: \$6.50 for breakfast, \$6.50 for lunch, and \$13.00 for supper. The council now sets **maximum** meal payments as follows: \$40.00 per day, with receipts required.

Employees must present a Sales Tax Exempt Certificate at time of check in at motels/hotels, as sales tax is non-reimbursable.

Overnight lodging will be paid for trips that are fifty (50) miles or more from the town, or if permission is obtained from the council prior to travel, for IACT or ILMCT conferences that may be held in Evansville, Indiana that are more than one (1) day.

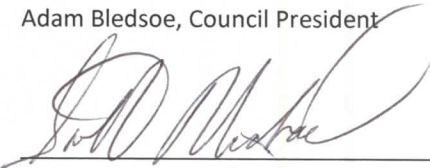
Clerk-Treasurer may attend ILMCT conferences, IACT conferences, HR Unlimited Classes, OCRA classes, IACT classes, Keystone classes, State Board of Accounts classes, Indiana Rural Water Association classes, and Alliance of Rural Water classes, and any other water, wastewater or storm water classes as she deems necessary to keep current on requirements of her job, with said expenses including registration, mileage, room expenses, parking expense and meals to be reimbursable as set out above. These expenses may be split between the Town, Water and Wastewater departments where applicable.

IN WITNESS WHEREOF, the Fort Branch Town Council hereunto set their hands that this resolution be deemed effective this 19th day of May, 2016.

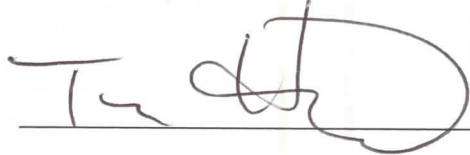
FORT BRANCH TOWN COUNCIL



Adam Bledsoe, Council President

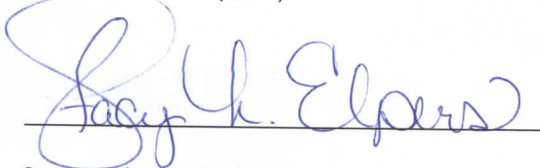



Scott Michael, Council Member



Tom Hauschild, Council Member

ATTEST: (SEAL)



Stacy L. Elpers, Clerk Treasurer