

Fountain County Board of Commissioners

Ordinance 2023 – 2

Adopting Fountain County Travel Policy

Whereas, the State Board of Accounts requires the County to have a Travel Policy that addresses reimbursement for travel expenses such as mileage, lodging, and meals; and

Whereas, the County has a Business Travel policy under Section 5.14 of the Personnel Policies Handbook, however, the Board of Commissioners has determined that the policy and reimbursement ordinance should be revised to ensure compliance with State Board of Accounts requirements; and

Whereas, to addresses the concerns of the State Board of Account matters involving travel status, meals, or lodging reimbursement, it is necessary to adopt the Fountain County Travel Policy.

Therefore, it is ordained that the Fountain County Travel Policy is established as follows:

Fountain County Travel Policy

- A. Introduction; Reimbursement Procedure.** The County is responsible for authorizing employee business travel and reimbursement of reasonable travel expenses including overnight lodging, parking, meals and other travel expenses. All employees must obtain authorization from their direct supervisor before business travel. In order to be reimbursed for travel expenses, employees must provide to the Auditor a claim form, original receipts and any other documents necessary to properly document the claim within seven (7) days of the employee's return. The Board of Commissioners is vested with authority to approve or disapprove of any such claims for reimbursement, and the Commissioners may adopt rules governing the determination of whether a travel expense is reasonable and/or prohibited.
- B. Prohibited Expenses.** Certain travel-related and business expenses are prohibited, and the County will not reimburse employees for such expenses. Prohibited expenses include the following:
- (1) personal expenses;
 - (2) purchase of alcohol;
 - (3) any illegal purpose;
 - (4) purchases made to bypass the County's accounting system or purchasing policies.

C. **General Provisions.** Section 5.14 of the Fountain County Personnel Policies Handbook are restated, adopted and incorporated in the Fountain County Travel Policy, as follows:

5.14 BUSINESS TRAVEL

Fountain County Elected Officials and Department Heads are responsible for authorizing employee business travel and reimbursement of travel expenses including overnight lodging, per diem, and transportation. All such reimbursements are subject to approval and appropriate documentation being submitted to the Auditor's Office.

5.14.1 State Called Meetings: The County will reimburse County employees for a State called meeting specified by statute or the State Board of Accounts. Reimbursement for state called meetings will be for:

- a. Reasonable hotel/motel accommodations.
- b. Mileage for using privately owned vehicle in lieu of public transportation at rate established by County Council.
- c. Cost of meals for each day, not to exceed thirty-five dollars (\$35.00) including tax and tip.

Fountain County shall not pay for a person's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the subsistence allowance must be reduced. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.

5.14.2 Other Meetings/Job-Related Training: An employee on authorized official County business requiring overnight accommodations will be reimbursed for:

- a. Reasonable hotel/motel accommodations.
- b. Bus, taxi, and airport transportation.
- c. Air, rail, or bus tickets as lowest possible fare.
- d. Mileage for using privately owned vehicle in lieu of public transportation at rate established by County Council.
- e. Cost of meals for each day, not to exceed thirty-five dollars (\$35.00) including tax and tip.

Overnight accommodations and per diem expenses are not allowed for meetings within thirty (30) miles of Fountain County, Indiana, unless authorized by the

County Commissioners, excluding statutorily mandated expenses.

An employee on authorized official County business attending a meeting not requiring overnight accommodations will be reimbursed for:

- a. Bus, taxi, and airport transportation.
- b. Air, rail, or bus tickets as lowest possible fare.
- c. Mileage for using privately owned vehicle in lieu of public transportation at rate established by County Council.
- d. Necessary parking and storage fees.
- e. Cost of meals for each day, not to exceed thirty-five dollars (\$35.00) including tax and tip.

Meal expenses are not allowed for meals during normal duty hours for routine employee duties requiring travel.

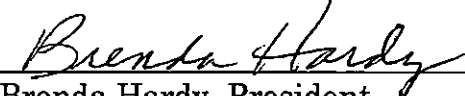
5.14.3 Mileage Rate: Employees who are reimbursed for mileage accumulated in the course of conducting County business shall receive reimbursement at the rate determined by the County Council.

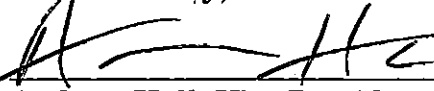
Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act.

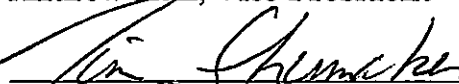
It is further ordained that this ordinance shall become effective upon adoption.

Adopted this 6 day of February, 2023.

**Fountain County, Indiana
Board of Commissioners**


Brenda Hardy, President


Andrew Hall, Vice President


Tim Shumaker, Member

Attest:


Colleen Chambers, Auditor