

ORDINANCE G-03- 20

**AN ORDINANCE ESTABLISHING POLICIES FOR REIMBURSEMENT
OF TRAVEL EXPENSES FOR TOWN EMPLOYEES**

WHEREAS, the Town Council of the Town of Georgetown, Indiana is the entity responsible for establishing the compensation of Town employees under I.C. 36-5-3-2; and

WHEREAS, the Town Council of the Town of Georgetown desires to provide reimbursement to Town employees for travel expenses incurred in the course of their employment with the Town of Georgetown; and

WHEREAS, after due consideration and discussion, the Town Council of the Town of Georgetown has determined that certain procedures should be established to provide for reimbursement to Town employees for travel expenses incurred in the course of their employment with the Town of Georgetown.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Georgetown, Indiana, that the following procedures are hereby established for reimbursement of travel expenses incurred by Town employees in the course of their employment with the Town of Georgetown:

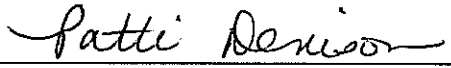
1. Any employee of the Town of Georgetown, Indiana seeking reimbursement of travel expenses incurred in the course of his or her employment with the Town of Georgetown shall submit a receipt(s) for such expense(s) to the Clerk-Treasurer. No reimbursement shall be paid for any expense(s) for which a receipt(s) is not submitted.
2. Upon submission of a receipt(s) to the Clerk-Treasurer, by a Town Employee, and upon proper verification of such expense(s) by the Clerk-Treasurer, the Town Employee shall be reimbursed for all allowable expenses.
3. The Town Employee shall not be forced to wait until the next meeting of the Town Council to receive reimbursement for travel expenses properly submitted to the Clerk-Treasurer. The Clerk-Treasurer shall issue a check to the Town Employee for reimbursement of travel expenses properly submitted, and place an item for the same on the claim docket for the next meeting of the Town Council.
4. All Town Employees must receive prior approval of the Town Council to attend an educational seminar(s). No Town Employee shall be reimbursed for travel expenses incurred as a result of a Town Employee's attendance at an educational seminar for which the Town Employee did not receive prior approval from the Town Council. Any Town Employee seeking reimbursement for travel expenses related to his/her attendance at an educational seminar, for which the Town Employee did not receive the prior approval of the Town Council, must present such claim directly to the Town Council of the Town of Georgetown and not the Clerk-Treasurer.

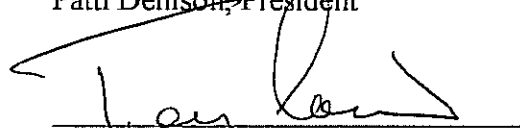
NOW THEREFORE BE IT FURTHER ORDAINED that should any term or provision of this Ordinance be declared to be unconstitutional or invalid by a court of competent jurisdiction, such determination shall not affect the remainder of this Ordinance which shall remain in full force and effect; and

NOW, THEREFORE, BE IT FURTHER ORDAINED that any provision of any Ordinance of the Town of Georgetown, Indiana that is in conflict with any provision of this Ordinance is hereby repealed to the extent of such conflict, and any provision of any Ordinance not in conflict with this Ordinance shall remain in full force and effect.

ADOPTED by the Town Council of the Town of Georgetown this 1 day of November, 2003.

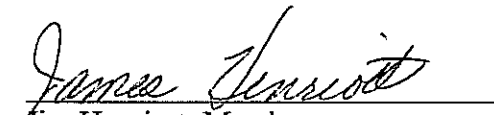
TOWN COUNCIL OF THE TOWN OF
GEORGETOWN, INDIANA


Patti Denison, President


Terry Cain, Vice-President


Kenneth Frederick, Member


Ginger Vernon, Member


Jim Henriott, Member

ATTEST:

Linda K. Sanders, Clerk-Treasurer