

TOWN OF GEORGETOWN, IN
Ordinance No. G-04-42

**AN ORDINANCE AMENDING ORDINANCE # G-03-20,
CONCERNING POLICIES FOR THE 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 desires to provide reasonable and proper 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, Indiana has determined that certain procedures should be established and confirmed 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 **GEORGETOWN TOWN COUNCIL**

Section 1. Amending Section 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 an itemized receipt(s) for such expenses to the Clerk-Treasurer. No reimbursement shall be paid for any expense(s) for which a receipt is not submitted.

Additionally, as long as the employee is traveling within the State of Indiana, there is a \$30 maximum limit on reimbursement per day. Tips will be covered by the Town, but not more than 15% of the cost of the meal will be reimbursed, and the amount of the gratuity shall be hand notated on the original receipt. The exception to these price limits is when a meal is part of a conference, seminar, etc., and the employee has no choice about the cost of the meal, other than to pay for it as a part of their attendance at the meeting.

Regardless of any other details, the Town will NOT reimburse any employee for any alcoholic beverages purchased.

Further, when feasible and practical, in the sole opinion of the Town Clerk-Treasurer, the employee may be issued a bank and/or fuel credit card issued in the Town's name for the employee's use while traveling. All receipt requirements continue to be in force, even if a Town credit card is being utilized.

Section 2. Amending Section 4.

All Town Employees must receive prior approval of the Town Council to attend an educational seminar(s), unless the cost of attending said seminar is less than \$100, in which case the Town Clerk-Treasurer or the Town Manager can authorize attendance, with full reimbursement by the Town. No Town Employee . . . the Clerk-Treasurer.

Section 3. Severability

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.

Section 4. Conflicts

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 which shall remain in full force and effect.

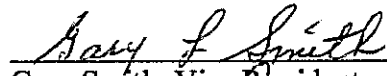
This ordinance shall be in full force and effect upon adoption by the Town Council.

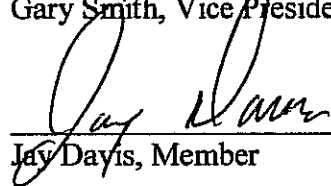
Adopted by the Town Council of the Town of Georgetown, Indiana

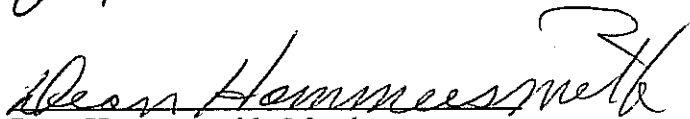
this 18 day of Nov, 2004.

Town Council, Town of Georgetown


Jeff McCaffrey, President


Gary Smith, Vice President


Jay Davis, Member


Dean Hammersmith, Member


Chris Carter, Member

ATTEST:


Douglas Cook, Clerk/Treasurer