

**TOWN OF GEORGETOWN, INDIANA
ORDINANCE NO. G-16-03**

**AN ORDINANCE FIXING THE MILEAGE AND TRAVEL REIMBURSEMENT RATE FOR
OFFICERS AND EMPLOYEES OF THE TOWN OF GEORGETOWN, INDIANA**

WHEREAS, the Counsel for the Town of Georgetown Indiana is the entity responsible for fixing the rate for reimbursement of mileage and travel expenses of the officers and employees of the Town of Georgetown, Indiana.

WHEREAS, the Town of Georgetown wishes to fix the rate for reimbursement of mileage and travel expenses of the officers and employees of the Town.

WHEREAS, the State of Indiana, via the State Budget Agency ("SBA") and Department of Administration ("DOA") review and set rates for mileage and travel reimbursement.

WHEREAS, the Town of Georgetown wishes to adopt and follow the reimbursement rate that the State of Indiana sets for mileage and other travel expenses. Said reimbursement rates fluctuate, and the Town intends the reimbursement to always follow the current State of Indiana's mileage and travel reimbursement rate.

WHEREAS, the Town of Georgetown wishes to fix the rate for reimbursement of meals associated with travel.

WHEREAS, the Town of Georgetown wishes to require the officers and employees to track and submit a travel log for each request for reimbursement of mileage and/or travel expenses.

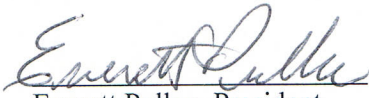
NOW THEREFORE, be it ordained by the Town Council of Georgetown, Indiana:

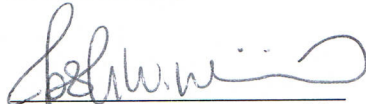
1. That the mileage and travel reimbursement of the officers and employees of Georgetown Indiana shall be fixed at the rate set by the State of Indiana.
 - a. The current State rate is set at \$0.40 per business mile driven. Said rate is reviewed quarterly and adjusted appropriately. The Town's fixed rate will fluctuate as changes are made to the State set rate.
2. That the reimbursement of the officers and employees of Georgetown Indiana shall be fixed as set out in the Computation of Meal Allowance for Over Night Travel, herein attached as Attachment 1.
3. That each officer or employee seeking reimbursement shall complete the Georgetown Reimbursement Report, herein attached as Attachment 2, and submit said report with all documentation to support said report, including receipts.
4. An officer or employee shall not be reimbursed for meals the day prior to or the ending day of the training class or conference that is less than 150 miles from the municipality.
5. That this ordinance in no way relieves any officer or employee of getting prior approval of the Town Council to engage in travel or use of their personal vehicle which will result in a request for reimbursement.

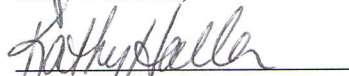
That all ordinances of the Town of Georgetown, Indiana which are in conflict with this Ordinance are hereby repealed to the extent of such conflict and any Ordinance not in conflict with this Ordinance shall remain in full force and effect.


Adopted by the Town Council of the Town of Georgetown, Indiana this 16th day of February, 2016.

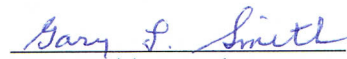
GEORGETOWN TOWN COUNCIL


Everett Pullen, President



Josh Williams, Vice President


Kathy Haller, Member


Chris Loop, Member


Gary Smith, Member

Attested by:


Brent Fender, Clerk Treasurer

Computation of Meal Allowance-For Over-Night Travel

1-1 Subsistence Allowance Rate

The subsistence allowance Daily Rates are to be claimed as follows:

	IN-STATE	OUT-OF-STATE
Departure before 12:00 P.M.	\$26.00	\$32.00
Departure between 12:00 P.M. and 4:30 P.M.	\$13.00	\$16.00
Departure after 4:30 P.M.	NONE	NONE
Return before 12:00 P.M., but after 7:30 A.M.*	\$13.00	\$16.00
Return after 12:00 P.M.	\$26.00	\$32.00

*No subsistence is paid for travel segments that are less than 7 ½ hours.

1-2 Proof of Lodging

An original paid lodging bill is required to claim subsistence for over-night travel.

1-3 Elimination of Same Day Per Diem

Subsistence may not be claimed for same day travel. Overnight travel must be involved in order to claim subsistence.

1-4 Meals Provided

If a meal is provided, no subsistence shall be claimed for that meal and is to be deducted as follows:

	IN-STATE	OUT-OF-STATE
Breakfast	\$ 6.50	\$ 8.00
Lunch	\$ 6.50	\$ 8.00
Dinner	\$13.00	\$16.00

The Town of Georgetown 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.

Employee Name:
Department:
Date of Report:

Date	From	To	Purpose	Miles
			Total Miles	
			Rate	
			Amount	\$

Employee Signature:	Date:
Town Council Approval:	Date:

Town of Georgetown Indiana

Travel Expense Reimbursement Report

Employee Name:
 Department:
 Date of Report:
 Purpose of Trip:

Date	Description of Claim	Lodging	Meals	Misc. Expenses	Daily Totals
Total Travel Expenses:					
				Total Owed to Employee:	

Employee Signature:	Date:
Town Council Approval:	Date: