

TOWN OF GEORGETOWN

Ordinance No. G-23-11
Repealing 6-16-03 and Establishing a new
An Ordinance ~~Amending the~~ Travel Reimbursement Policy

WHEREAS, the Town Council for the Town of Georgetown, Indiana is the legislative body of the Town of Georgetown;

WHEREAS, pursuant to Ind. Code 36-5-2-9, the legislative body may adopt ordinances or resolutions for the performance of functions of the town; and

WHEREAS, The Town Council after review and consideration, finds that the current travel reimbursement policy does not fairly reflect the expenses associated with traveling on authorized town business and wishes to therefore repeal Ordinance G-16-03; and

WHEREAS, it is the desire of the Town Council to encourage Town Officials and employees to attend conferences and other events to improve the Town of Georgetown without being unreasonably burdened by out-of-pocket expenses; and

WHEREAS, the Town Council believes the travel policy should be amended to promote a sound fiscal policy.

Now, therefore, be it ordained by the Town Council of the Town of Georgetown, Indiana it is hereby ordered as follows:

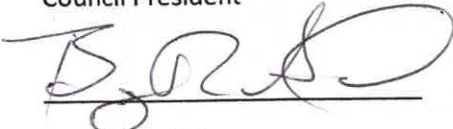
- 1. Approval of Travel to Conference:** The Department Head must approve all travel to conferences.
- 2. Lodging:** The Town will pay for lodging if the conference requires overnight travel at the current government rate. Lodging will be paid for if the conference/training is over 45 miles from the Town Hall.
- 3. Travel:** The Town Official or Employee may use a Town owned vehicle. The approved employee shall take a town gas card if they use a town owned vehicle with them during the trip and provide gas receipts to the Accounts Payable Clerk after the trip. If the officer or employee chooses to use their personal vehicle, then travel reimbursement of the officers or employees shall be fixed at the rate set by the State of Indiana. This rate will fluctuate as changes are made to the State set rate quarterly. The Personal Vehicle Mileage Reimbursement Report Form (attachment #1) will need to be completed and approved by the Council to receive reimbursement.
- 4. Meals:** Town Officials or Employees traveling to overnight conferences or training on official town business may claim reimbursement for meals, tax on meals, and a reasonable gratuity (20% or less). Meals will be reimbursed up to a maximum of \$50 per day. Alcohol purchases will not be reimbursed. Proper documentation (receipts) for all expenses to be reimbursed must be given to the Clerk-Treasurer's Office. If meals are provided at the conference or training, the employee must eat at the conference and only be reimbursed if the meals are not provided. The Travel Expense Reimbursement Report (attachment #2) will need to be completed and approved by the Council to receive reimbursement.

*All receipts need to be itemized.

DULY PASSED AND ADOPTED this 20th day of November 2023, by the Town Council of the Town of Georgetown, Indiana.



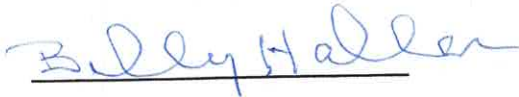
Chris Loop
Council President



Ben Stocksdale
Council Vice President

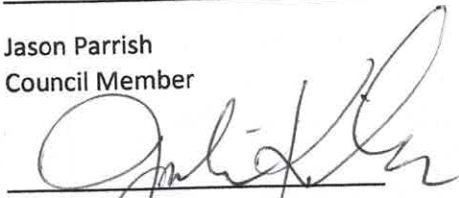


Brandon Hopf
Council Member



Billy Haller
Council Member

Jason Parrish
Council Member



Attested by: Julia Keibler
Georgetown Clerk-Treasurer

**Town of Georgetown
Travel Expense Reimbursement**

TO RECEIVE REIMBURSEMENT PLEASE ATTACH ALL "ITEMIZED" RECEIPTS

Employee: _____

Where: _____

When: _____

The following expenses are:

Mileage or Gas \$ _____
(When using personal vehicle attach State Board of Accounts Form #101)

Hotel:
Actual _____ Allowed _____ \$ _____

Meals:
Date: _____ Actual \$ _____ Allowed \$ _____

Date: _____ Actual \$ _____ Allowed \$ _____

Date: _____ Actual \$ _____ Allowed \$ _____

Date: _____ Actual \$ _____ Allowed \$ _____

Date: _____ Actual \$ _____ Allowed \$ _____

Misc: (Describe) _____ \$ _____

Acct#

Total Meals \$ _____

Hotel \$ _____

Misc. Expenses \$ _____

Mileage or Gas \$ _____

Total Expenses \$ _____

Employee Signature: _____

Department Head

Date: _____

Approved By: _____

Date: _____