

ORDINANCE 2017 – 14

AN ORDINANCE CONCERNING TRAVEL POLICIES

WHEREAS, the Town is required to have a travel policy for its officers and employees.

NOW, THEREFORE BE IT HEREBY ORDAINED by the Town Council of the Town of Nashville, Brown County, Indiana that, the following Travel Policies shall be in place:

Travel and Conferences

This section provides policies that shall be used in providing or reimbursing Town Council Members, Clerk-Treasurer, Members of Commissions and Boards, Appointed Officials and Employees for travel accommodations when such travel has been authorized and budgeted.

Registration Fees

The cost of registration or similar fees for conferences, seminars and other similar meetings or functions related to Town affairs will be provided for or reimbursed when supported by original receipts. Whenever possible, arrangements for these affairs should be made by a designated person and directly billed to the individual.

Transportation

- (A) Taxi fare and/or the cost of other local (public) conveyance will be provided for or reimbursed when supported by original receipts.
- (B) Parking fees and tolls will be reimbursed when supported by original receipts.
- (C) When a personal automobile is used in lieu of common carrier transportation, the first seven hundred (700) miles (of a round trip) will be reimbursed at the rate allowed by the IRS, miles in excess of seven hundred (700) will be reimbursed at 1/2 the maximum IRS rate.
- (D) Travel by commercial airlines, rail service, bus, or similar common carrier mode will be provided for at the prevailing "coach" or "tourist" rate when authorized and supported by original receipts.

Lodging

- (A) Lodging shall be provided for or reimbursed when supported by original receipts in the following manner:
 - (1) Single occupancy will be provided at the actual cost.
 - (2) Double occupancy will be provided at actual cost when both parties are eligible for reimbursement.
 - (3) Double occupancy will be provided at the single occupancy rate when only one party is eligible for reimbursement unless room is a one-rate charge.
- (B) Reimbursement for lodging costs shall include room costs, associated local taxes and up to an average of four (4) telephone charges per day per eligible party. Any other charges made to the room are the responsibility of the employee.
- (C) Room service will not be reimbursable.

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Meals

- (A) Meals will be reimbursed when supported by original receipts up to \$60.00 per day, including gratuities. Such gratuities should be reasonable and should not exceed twenty percent (20%). Alcohol is specifically excluded from reimbursement.
- (B) When separate checks are not available, an employee may claim reimbursement for other employees up to the maximum amount provided for in the preceding section multiplied by the number of employees provided that each employee is identified by name and that an original receipt is provided. Payment for meals for any individual will not be made to more than one individual.
- (C) No reimbursement will be made for meals when already provided for in the registration fee.

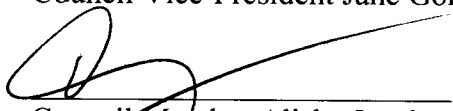
Effective Date

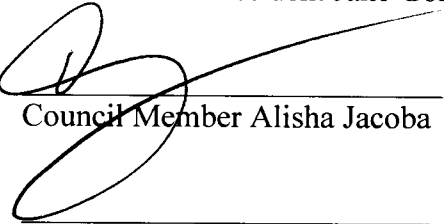
This Ordinance shall be in full force and effect retroactive from and after January 1, 2017 and shall be used in conjunction with the Town of Nashville's general personnel policies.

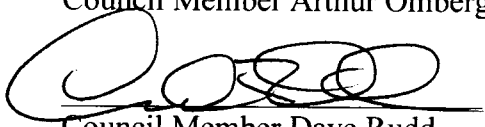
PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF NASHVILLE, BROWN COUNTY, INDIANA, THIS 21ST DAY OF DECEMBER, 2017.


Council President Charles B. King ☒ yea ☐ nay ☐ abstain

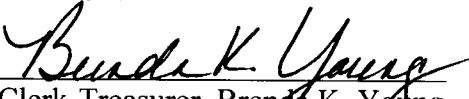

Council Vice-President Jane Gore ☒ yea ☐ nay ☐ abstain


Council Member Alisha Jacoba ☒ yea ☐ nay ☐ abstain


Council Member Arthur Omberg ☐ yea ☐ nay ☐ abstain


Council Member Dave Rudd ☒ yea ☐ nay ☐ abstain

ATTEST:


Clerk-Treasurer, Brenda K. Young