

ORDINANCE NO. 2020-1102

**AN ORDINANCE TO ESTABLISH A POLICY FOR TRAVEL EXPENSES  
FOR WARREN COUNTY, INDIANA**

WHEREAS, the Board of Commissioners of Warren County is the governing body of Warren County, in the State of Indiana; and

WHEREAS, the Board of Commissioners desires to adopt a policy governing the expenditure and reimbursement of travel expenses for County Employees.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Warren County, Indiana, pursuant to Indiana Code § 36-1-3-6, that the "Policy Regarding Travel Expenses and Reimbursement" is hereby adopted as follows:

**A. Travel Expenses**

Warren County will reimburse employees for reasonable business expenses incurred while on assignments over fifty (50) miles from the normal work location. Business Expenses are defined and will be reimbursed as follows:

1. Lodging at the single room rate of the host hotel;
2. Meals up to twenty-six dollars (\$26.00) per day (based on detailed receipts). No reimbursement will be given for purchases of alcohol.

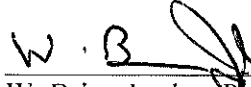
When travel is complete, employees must submit receipts within seven (7) days. When paying by credit card, the summary receipt is not sufficient for reimbursement. A detailed receipt must be provided.

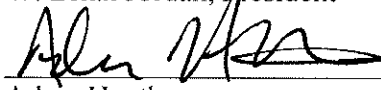
**B. Mileage Rate**

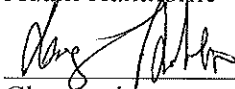
County employees who use their personal vehicles while conducting County business shall be paid a mileage fee of fifty-eight (58) cents per mile traveled. This mileage reimbursement rate shall automatically increase or decrease to the amount authorized by IRS regulations in every subsequent year hereafter. When requesting reimbursement for mileage, the employee must submit SBOA Claim Form 1010 that lists where the employee went, the date the employee went, and the nature of the business conducted. It must be accompanied by a printed map (e.g. MapQuest or Google Maps).

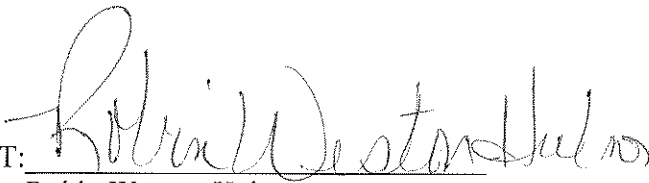
SO ORDAINED, this 2<sup>nd</sup> day of November, 2020.

BOARD OF COMMISSIONERS OF  
WARREN COUNTY, INDIANA

  
\_\_\_\_\_  
W. Brian Jordan, President

  
\_\_\_\_\_  
Adam Hanthorne

  
\_\_\_\_\_  
Clay Andrews

ATTEST:   
\_\_\_\_\_  
Robin Weston-Hubner  
Warren County Auditor