

ORDINANCE NO. 2024-BC- O - 16

**ORDINANCE ESTABLISHING TRAVEL POLICY
FOR EMPLOYEES OF MADISON COUNTY, INDIANA,
REPEALING ORDINANCE 2013-BC-O-08, AS AMENDED,
AND ALL ORDINANCES IN CONFLICT HEREWITH.**

WHEREAS, the Board of Commissioner of Madison County, Indiana has found that a need exists for the establishment of certain travel policy for the employees of Madison County Indiana; and,

WHEREAS, Indiana statutes authorize County officials and their assistants employed by County to attend conferences or meetings; and

WHEREAS, it is necessary periodically for certain employees of Madison County to travel for work related business and to attend conferences or meetings; and

WHEREAS, Indiana statutes allow for payment of travel expenses, including mileage, meals, and lodging, by the County for the attendance of said business conference, business, or meetings; and

WHEREAS, the County's previous Ordinance establishing travel policy, all previous related Ordinances, as amended from time to time, is hereby repealed and replaced by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Madison County, Indiana, as follows:

Section 1. The following shall be allowable expenses to be paid by Madison County, Indiana:

- A. **Mileage**. Mileage will not be paid if a County vehicle is used. An allowance will be paid for each mile traveled going to and returning from a business conference or meeting by the most expedient route at a rate equal to the State authorized rate. This rate per mile shall be subject to modification at any time as the State changes its rate per mile. Employee must provide proper supporting documents, such as agenda and certification document and comply with all claim policies. For mileage reimbursements, either beginning and ending odometer readings or directions showing total mileage between Madison County Government Center and event site on online map services will be acceptable.
- B. **Lodging**. Lodging will be paid for by the County for each night preceding an attendance day at a conference or seminar or other County business. The room rate shall be the single room government rate. If more than one (1) County employee stays in the same room, the rate paid shall be at the rate billed for more than one (1) person at standard government room rates. All taxes, including but not limited to innkeeper tax and sales tax charged to lodging bill shall be paid by the County. When lodging occurs within the State of Indiana, employees shall

utilize the County's tax exempt certificate to avoid paying sales tax. If lodging occurs outside of the State of Indiana, sales tax shall be paid by the County. All claims for lodging shall include proper supporting documents, such as agenda and certification document and comply with claim policies. Only lodging and parking charges will be paid from lodging invoices, no other charges, such as food, movies and the like will be reimbursed by the County.

- C. Subsistence. Allowance for meals for each day in attendance or travel status will be at the per diem rates set below. However, there will be no such allowance for meals if a conference or meeting or County business lasts one (1) day or less and which does not require an overnight stay. The employee must submit per diem certification before reimbursement will be made. The per diem rates for food is as follows:
- a. For Travel Days Within State of Indiana. Twenty-Five Dollars (\$25) for each day spent in traveling to and from the event if the event is held within the boundaries of the State of Indiana.
 - b. For Travel Days Outside State of Indiana. The current Meals & Incidentals Standard CONUS Rate pursuant to the U.S. General Services Administration (currently set at \$59.00 per day) for each day spent in traveling to and from an event held outside of the boundaries of the State of Indiana. No increase to the per diem rate will be made pursuant to destination.
 - c. For Full Days of Event. The current Meals & Incidentals Standard CONUS rate as set by the U.S. General Services Administration (currently set at \$59.00 per day). No increase to the per diem rate will be made pursuant to destination.
- D. Miscellaneous. The County will pay the following expenses that are reasonable and evidenced by receipts submitted by the Employee for reimbursements: parking fees, airline cost, rental car, pay drive services, gasoline expenses for rental car, toll charges and other usual and customary expenses.
- E. Other Expenses. Other expenses as pre-approved by the Board of Commissioners, Madison County, Indiana.

Section 2. Payments


- A. The claim submitted for reimbursement of travel expenses hereunder shall be submitted within ninety (90) days from the date such expenses are incurred.
- B. Subsistence claims shall include completed form provided by the County Auditor's office.
- C. All payments shall be made from the individual's department budget. Funds shall be appropriated in the correct account prior to the conference or meeting.

Section 3. Previous Ordinance No. 2013-BC-0-08 is hereby repealed.

Section 4. The provisions of this Ordinance shall be in full force and effect 30 days from passage as required by law.

SO ORDAINED by the Board of Commissioners of Madison County, Indiana, this
16th day of July, 2024

MADISON COUNTY BOARD OF COMMISSIONERS



John Richwine, President




Darlene Likens, Vice- President



Olivia Pratt, Member

ATTEST:



Rick Gardner, County Auditor