

ORDINANCE 2005-5

**AN ORDINANCE TO DEFINE POLICIES FOR TRAVEL, LODGING, MEALS,
TAKE HOME VEHICLES, UNIFORMS AND CELL PHONE USE.**

Whereas, the Town Council of the Town of Millersburg, Indiana desires to implement the following policies for travel, lodging, meals, town vehicles, uniforms and cell phone use.

1. **Travel Policies:** The following policies shall be used in providing or reimbursing for Town Council Members, Clerk/Treasurer, and Town employees for travel accommodations when such travel has been authorized and budgeted.
 - A. Travel by commercial airlines, rail services, bus, or similar common carrier mode will be provided for at the prevailing "coach" or "tourist" rate when authorized and supported by original receipts.
 - B. Taxi Fare and/or the cost of other local (public) conveyance will be provided for or reimbursed when supported by original receipts.
 - C. Parking fees and tolls will be reimbursed when supported by original receipts.
 - D. 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 current Salary Ordinance, miles in excess of seven hundred (700) miles will be reimbursed at ½ the maximum IRS rate.

2. **Lodging:** Lodging shall be provided for or reimbursed when supported by an original receipts in the following manner:
 - A. Single occupancy will be provided at the actual cost.
 - B. Double occupancy will be provided at the actual cost when both parties are eligible for reimbursement.
 - C. 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.
 - D. Reimbursement for lodging costs shall include room cost and associated local taxes. Any other charges made to the room are the responsibility of the employee.

Meals: Meals will be reimbursed at a daily limit of \$25.00 when supported by original receipts.

THE TOWN WILL NOT REIMBURSE ALCOHOL PURCHASES!!!

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.

No reimbursement will be made for meals when already provided for in the registration fee.


3. **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. The Town Council may approve a greater amount on a case-by-case basis? Except in emergencies, approval to incur expenses shall be received in advance. Receipts for expenses must be turned in to the Clerk/Treasurer.
4. **Town Vehicles:** Town vehicles provided for use by Town employees are to be used for **Town business only**; Unless approved by the Council or in the case of emergencies. Police vehicles are exempt as they are on twenty-four (24) hour call and can be taken home. No other vehicles are to be taken home unless approved by the Council.
5. **Cellular Telephones:** Certain employees may be provided cell phones to assist them in the performance of their required duties for the town. Employees shall be responsible for reimbursing the town for any calls made or received on the cell phone over plan minutes per month. The Town Council must approve any exceptions.
6. The Town will furnish uniforms for the Maintenance Department, Street Department, and Utilities Department. The employees will not be charged as the town requires the use of uniforms and has a contract to rent and clean the uniforms. The Town Council agrees to add a line item in the budget 2007 to include weatherproof leather boots. The Marshal is given an allowance to buy his clothing and a reserve line item for the reserves clothing. The remaining money from the Marshal's clothing allowance will be given to the Marshal at the end of the year as a benefit.

7. The Town agrees to pay any and all fines that may be charged by any and all audits.

ORDAIN THIS 28 DAY OF December 2005.

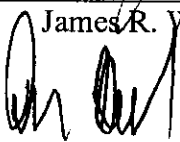
YEA

NAY



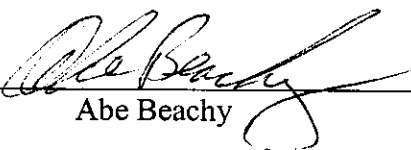
James R. Winkler

James R. Winkler



Dean Hawkins

Dean Hawkins



Abe Beachy

Abe Beachy

ATTEST:



Wanda R. Chupp