

ORDINANCE NO. 2022-0502 B
AN ORDINANCE TO AMEND WARREN COUNTY'S TRAVEL EXPENSE POLICY

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 previously adopted a policy governing the expenditure and reimbursement of travel expenses for County Employees on November 2, 2020;

WHEREAS, the Board of Commissioners now desires to amend the policy governing travel expense reimbursement.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Warren County, Indiana, that Section 32.06 of the Warren County Code is hereby as amended as follows:

§ 32.06 TRAVEL REIMBURSEMENT

(A) Warren County will reimburse employees for reasonable business expenses from Council appropriated funds 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 seventy-five dollars (\$75.00) per day (based on detailed receipts). No reimbursement will be given for purchases of alcohol.
3. Parking.

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.

All other provisions of Code Section 32.06 shall remain in full force and effect.

SO ORDAINED, this 2nd day of May, 2022.


BOARD OF COMMISSIONERS OF
WARREN COUNTY, INDIANA



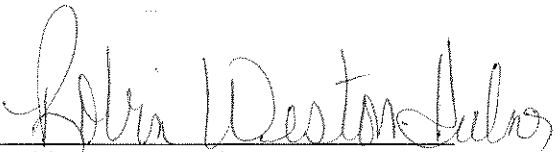
Clay Andrews, President



Adam Hanthorne



Craig Greenwood

ATTEST: 
Robin Weston-Hubner
Warren County Auditor