

6 B

RESOLUTION NO. 2022 - 44

**A RESOLUTION UPDATING TRAVEL POLICY**

WHEREAS, it is determined that, Franklin County, IN, is in need of updates to its travel policy to better comply with State Board of Accounts Review;

BE IT NOW RESOLVED by the Commissioners, that:

- 1. County Handbook Section “**5.14 Business Travel**” is hereby repealed and replaced with the following:

**5.14 Business Travel**

Franklin County elected officials/department heads are responsible for authorizing employee business travel and reimbursement of travel expenses, including overnight lodging, meal costs, and transportation. All such reimbursements are subject to approval and appropriate documentation being submitted to the County Auditor. In all cases, the expense for which an employee seeks reimbursement must have been budgeted in departmental budgets or else specifically approved by the County Council. Every effort should be made to avoid unnecessary charges and fees while traveling; (If SBOA determines it to be excessive the elected official or employee would be personally obligated to pay it back.)

Specific Guidelines

- 1. Employees must provide itemized receipts to receive reimbursement.
- 2. Overnight accommodations are not allowed for meetings within fifty (50) miles of Franklin County, Indiana, unless authorized by the County Commissioners, excluding statutorily mandated expenses.
- 3. Franklin County shall not pay for a person’s meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person in travel status received a meal without charge, then the meal allowance must be reduced.
- 4. Meal expenses are not allowed for meals during normal duty hours for routine employee duties requiring travel.
- 5. Only employee meals will be covered, not spouse meals or meals for others.
- 6. Tips up to 15% are reimbursable.
- 7. Notice should be given to commissioners and auditor if additional fees will be incurred due to the fact that no government-rate hotel rooms are available for the conference and different accommodations needed to be made. Elected Officials and employees have an obligation to make their travel arrangements in a timely manner and take full advantage of early-bird rates.

8. If rooms are available, the County will not pay for more than the discounted rate established per night. Any additional costs, upgrades etc., would be paid for by the elected official or employee.
9. Taxes – will not be paid unless unavoidable. Using the County Credit Card or taking a check from the auditor's office is the easiest way to avoid this. If the department cannot avoid paying the taxes, this should be noted on their claim along with a statement of why this cannot be avoided. Taxes may be paid on meals.
10. Absolutely no alcohol shall be reimbursed;
11. Valet Parking only when regular on-site parking is not available.
12. All receipts MUST be fully itemized and detailed.
13. Mileage must be done by the last claim cycle each month and must include odometer readings or MapQuest/Google maps to verify mileage. Meeting agendas or other documentation should be used to verify attendance.
14. Any other fees not set forth in this policy must be approved by the Commissioners prior to payment.

Meal allowance and mileage rates are subject to change as approved and adopted by the County Council. Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act (FLSA).

2. Subsections 5.14.1 and 5.14.2 shall remain in place
3. If any provision of this Resolution is found to conflict with Indiana state law or with federal law, all other portions shall remain in full force and effect.
4. This Resolution shall become effective on passing.


BE IT NOW RESOLVED AND ADOPTED this 20<sup>th</sup> day of December, 2022.

BOARD OF COUNTY COMMISSIONERS  
OF FRANKLIN COUNTY, INDIANA

  
\_\_\_\_\_  
TOM WILSON

  
\_\_\_\_\_  
TOM LINKEL

  
\_\_\_\_\_  
GERALD WENDEL

ATTEST:   
\_\_\_\_\_  
KARLA BAUMAN, AUDITOR  
FRANKLIN COUNTY, INDIANA