

TOWN OF MONROE

SHORT TITLE: **AN ORDINANCE ADOPTING AND ESTABLISHING TRAVEL POLICY FOR THE TOWN OF MONROE'S EMPLOYEES**

WHEREAS, Indiana Code § 36-1-3, *et seq.* confers upon units of government within the State of Indiana such powers as necessary or desirable to conduct the affairs of local government;

WHEREAS, the Town of Monroe is a municipality within the State of Indiana, and, Ind. Code § 36-5-2-2 provides that the Town Board for the Town of Monroe (hereinafter referred to as the "Town Board") is the legislative body for the Town of Monroe;

WHEREAS, the Town of Monroe employs individuals who are engaged in the management and oversight of the Town of Monroe's business and who on occasion travel out of town in order to attend and participate in matters of the Town of Monroe's concern;

WHEREAS, the Town of Monroe has not formally adopted policies for the expense and reimbursement of expenses to the Town of Monroe's employees who are required to travel out of town to attend and participate in matters of the Town of Monroe's concern;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF MONROE, INDIANA, AS FOLLOWS:

Section 1. Purpose. The purpose of this Ordinance is to promote oversight and responsible fiscal management of expenses and reimbursement associated with the Town of Monroe's employees travel to and from out of town events to attend and participate in matters of the Town of Monroe's concern. The Town Board for the Town of Monroe desires to have receipt of any and all expenses in order to document expenses and reimbursements of its employees who have reason to travel out of town to attend and participate in matters of the Town of Monroe's concern.

Section 2. Documentation. All of the Town of Monroe's employees who travel out of town in order to attend and participate in matters of the Town of Monroe's concern shall be required to provide physical receipts, including print outs of any digital receipts, that will be submitted for reimbursement. Receipts shall be submitted to the Monroe Town Clerk-Treasurer within five (5) days of the employee's return to work following their out of town travel.

Section 3. Reimbursement for Expenses. Expenses associated with out of town travel shall be reimbursed by the Town of Monroe under the terms of this Ordinance, and such expenses include the following:

- (A) *Mileage Reimbursement.* If an employee of the Town of Monroe attends an event in matters of the Town of Monroe that is more than twenty-five (25) miles from the Town of Monroe, and, if the town employee drives their personal vehicle to that event, then the employee shall track their mileage and submit a signed written statement on a form provided by the Monroe Clerk-Treasurer, of their mileage, which shall include the date of the event the address of where the event was located.

- (B) *Parking Fees.* All parking fees incurred when an employee is traveling shall be submitted in the form of a written receipt, when possible. If a receipt is not possible, then the employee shall submit a written statement of the actual parking fee paid on a form provided by the Monroe Clerk-Treasurer regarding the parking fee. If the employee does not have a receipt and is not willing to complete the written statement and sign the form provided by the Monroe Town Clerk-Treasurer, then the claim for parking fees will not be paid.
- (C) *Airfare or Other Modes of Travel.* If an employee of the Town of Monroe attends an event in matters of the Town of Monroe that requires air travel, bus travel or mode of travel other than driving, then the employee shall submit the receipt for the purchase of the airfare to the Town of Monroe Clerk-Treasurer within five (5) days of their return from the trip.
- (D) *Rental Car/Uber Or Similar Travel.* All car rentals, uber or similar travel services associated with out of town travel required to attend an event on a matter of the Town of Monroe shall be documented by receipt or credit card statement that includes the date and the charge for such expense. The receipt or credit card statement for car rentals, uber or similar travel services shall be submitted to the Monroe Clerk-Treasurer within five (5) days of the employees return from their out of town travel.
- (E) *Meals.* All meals employees consume while traveling out of town to attend or participate in an event in matters of the Town of Monroe shall be documented by receipts, whether the employee paid cash or credit/debit card. If a reasonable tip or gratuity is made by the employee, then the employee should write in the amount of the tip on the receipt to document the amount of the tip. Individual meals shall not exceed thirty-five and 00/100 Dollars (\$35.00) and a daily meal expense shall not exceed seventy and 00/100 Dollars (\$70.00), including tips. Purchase of alcoholic beverages, whether purchased with a meal or separately, are not eligible for reimbursement from the Town. The receipt for meals shall be submitted to the Monroe Clerk-Treasurer within five (5) days of the employees return from their out of town travel.
- (F) *Lodging.* All lodging expenses, hotel expenses or other similar short-term housing arrangements necessary for an employee traveling out of town to attend or participate in an event in matters of the Town of Monroe shall be documented with a receipt from the lodging establishment or credit card statement. The receipt for lodging shall be submitted to the Monroe Clerk-Treasurer within five (5) days of the employees return from their out of town travel.
- (G) *Registration Fees.* The employee shall make a request to the Town Board for the Town of Monroe in advance of attending any event for out of town travel for the registration fees associated with such event. The Town of Monroe will either approve or deny the registration fee based on whether the Town Board agrees that the event is an event in the matters of the Town of Monroe. If the Town Board approves the request, then the Town of Monroe Clerk-Treasurer make payment directly to the vendor who is hosting or presenting the event.

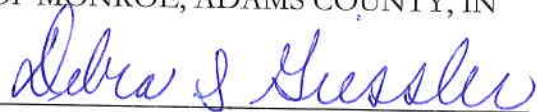
(H) *Incidental Fees.* If the employee traveling out of town to attend and participate in matters of the Town of Monroe's and incurs an expense or expenses related to travel, then the employee shall submit a receipt for such expenditure to the Town of Monroe Clerk-Treasurer. If the expense or expenses of the incidental purchase is ten dollars (\$10.00) or less, then the Clerk Treasurer will pay reimbursement to the employee. If the expense or expenses of the incidental purchase is in excess of ten and 00/100 dollars (\$10.00), then the Town of Monroe Clerk-Treasurer will present the incidental expense to the Town Board for consideration. The receipt for incidental expenses shall be submitted to the Monroe Clerk-Treasurer within five (5) days of the employees return from their out of town travel.

Section 3. Undocumented Expenses. All undocumented expenses incurred by an employee of the Town of Monroe while traveling out of town to attend or participate in an event in the matters of the Town of Monroe shall be submitted to the Town of Monroe Clerk-Treasurer on a form provided by the Clerk-Treasurer and signed by the employee. The form will be presented to the Town Board for consideration for either approval or denial. All undocumented expenses shall be filed with the Town of Monroe Clerk-Treasurer within five (5) days of the employee's return from their out of town travel. Undocumented expenses may not be reimbursed by the Town of Monroe.

Section 4. Effective Date. This Ordinance shall be effective upon the date of its adoption by the Town Board for the Town of Monroe, Adams County, State of Indiana.

DULY ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF MONROE, ADAMS COUNTY, INDIANA, ON THIS 7th day of May, 2020.

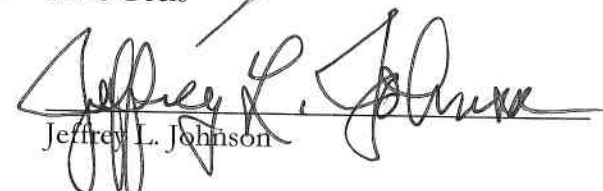
TOWN COUNCIL OF THE TOWN
OF MONROE, ADAMS COUNTY, IN



Debra S. Giessler




Mike Geels



Jeffrey L. Johnson

ATTEST:



Rachel Tague, Clerk-Treasurer
Town of Monroe, Adams County, IN