

**ORDINANCE 2017-04**

**AN ORDINANCE AMENDING SECTION 31.04 OF THE  
CODE OF ORDINANCES OF WARRICK COUNTY, INDIANA**

**WHEREAS**, Section 31.04 of the Code of Ordinances of Warrick County, Indiana, governs the per diem rates for meals and lodging for county employees; and

**WHEREAS**, the Board of Commissioners of Warrick County, Indiana, desire to amend Section 31.04 of the Code of Ordinances of Warrick County, Indiana, for the purpose of specifying that Warrick County shall reimburse an employee or elected official on "Approved County Business" for meals regardless of whether the "Approved County Business" is for a single day or includes an overnight stay.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WARRICK COUNTY, INDIANA THAT:

**The Code of Ordinances of Warrick County, Indiana, Section 31.04 entitled "Per Diem Rates for Meals and Lodging for County Employees" is hereby amended in its entirety and replaced as follows:**

§ 31.04 PER DIEM RATES FOR MEALS AND LODGING FOR COUNTY EMPLOYEES

(A) "Approved County Business" for Warrick County shall mean that those mandatory trainings, continuing education conferences or other trips that are taken by the elected office holder that the office holder, in his or her discretion, would deem appropriate and necessary for the conduct of his or her business or the business of his or her office. "Approved County Business" shall also mean mandatory trainings, continuing education conferences or other single day or overnight trips and travel by any other employee approved by the elected office holders by whom said employee is employed.

(B) Lodging Reimbursements. Warrick County shall reimburse any employee or elected official for expenses incurred in overnight accommodations while on Approved County Business. The employee or elected official shall be reimbursed for actual overnight accommodations not to exceed One Hundred Sixty and 00/100 Dollars (\$160.00) per night per employee.

(C) Meal Per Diem Reimbursements. When an employee or elected official stays overnight on travel for Approved County Business, that employee or elected official shall be reimbursed for meal and food expenses at the rate of Fifty and 00/100 Dollars (\$50.00) per diem per employee in twenty-four (24) hour increments. A request for this per diem meal reimbursement may be requested in advance by submitting appropriate written

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request to the Auditor's office at least seven (7) days in advance of the Approved County Business.

(D) Other Meal Reimbursements. When an employee or elected official is otherwise on Approved County Business that does not require an overnight stay, the employee or elected official shall be reimbursed for actual meal expenses not to exceed Fifteen and 00/100 Dollars (\$15.00) per day per employee upon written reimbursement request supported by receipt. Department heads and office holders may utilize this subsection for reimbursement of actual meal expenses not to exceed Fifteen and 00/100 Dollars (\$15.00) per day per employee for mandatory in-house training that occurs locally upon written reimbursement request supported by receipt.

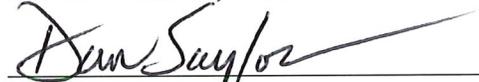
Passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 10<sup>th</sup> day of April, 2017.

24<sup>TH</sup>  
R.E.

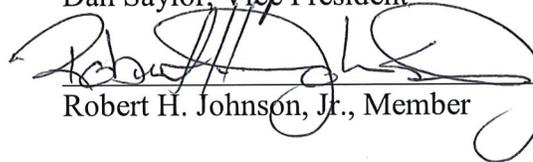
WARRICK COUNTY  
BOARD OF COMMISSIONERS



Marlin Weisheit, President



Dan Saylor, Vice President



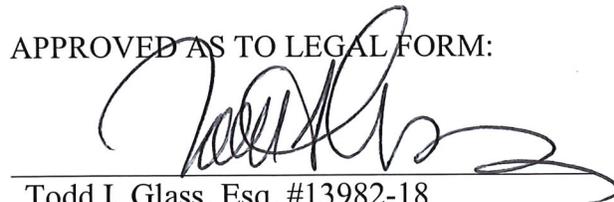
Robert H. Johnson, Jr., Member

ATTEST:



Deborah K. Stevens, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:



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