

ORDINANCE 2018-31

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF
WARRICK COUNTY, INDIANA, 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 Warrick County employees or elected officials; and

WHEREAS, the Board of Commissioners of Warrick County, Indiana, desires to amend Section 31.04 of the Code of Ordinances of Warrick County, Indiana, for the purpose of specifying that Warrick County shall reimburse a Warrick County employee or elected official engaged in "Approved County Business" for meal and lodging expenses that are incurred by said employee or elected official.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF 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. "Approved County Business" shall mean mandatory trainings, continuing education conferences, or other trips that are taken by a Warrick County office holder, department head, or employee that the office holder or department head, 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.

(B) Lodging Reimbursements. Warrick County shall reimburse any Warrick County employee for expenses incurred in overnight accommodations while on Approved County Business not to exceed One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night per employee upon written reimbursement request supported by receipt. Actual overnight expenses in excess of One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night per employee may be approved under the following conditions:

- (1) At least seven (7) days prior to the first overnight accommodation for the Approved County Business, the employee submits to the Warrick County Auditor no less than three (3) quotes for lodging accommodations which are in the vicinity of the Approved County Business for which the employee is needing lodging accommodations;

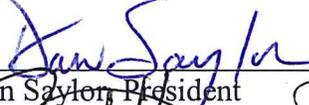
- (2) The three (3) or more lodging quotes submitted under subsection (1) are for costs that exceed One Hundred Seventy Five and 00/100 Dollars (\$175.00);
- (3) The employee submits to the Warrick County Auditor a statement explaining the reason(s) why no reasonable lodging accommodations are available at a rate of One Hundred Seventy Five and 00/100 Dollars (\$175.00) or less; and
- (4) The employee's statement submitted pursuant to subsection (3) includes a written approval of said expenses totaling over One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night from his or her supervising office holder or department head.

(C) Meal Reimbursements. When a Warrick County employee is on Approved County Business with approved overnight accommodations said employee shall be reimbursed for meal costs in a total amount of Fifty and 00/100 Dollars (\$50.00) per diem per employee. For purposes of this Chapter, "per diem" is measured as beginning at 12:00 a.m. and ending at 11:59 p.m. A Warrick County employee may request a per diem meal reimbursement under this subsection (C) in advance by submitting an appropriate written request to the Warrick County Auditor at least seven (7) days in advance of the Approved County Business.

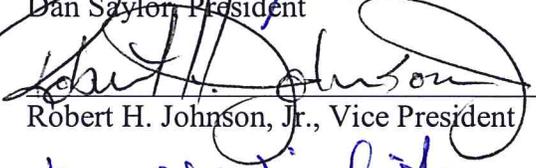
If a Warrick County employee is traveling for Approved County Business in any location outside Warrick County said employee shall be reimbursed for meal costs actually incurred, that are not otherwise reimbursable according to the per diem reimbursements of this subsection (C), in an amount not to exceed Twenty and 00/100 Dollars (\$20.00) per day upon written reimbursement request supported by receipt.

Passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 26th day of November, 2018.

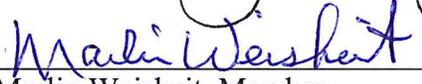
WARRICK COUNTY
BOARD OF COMMISSIONERS



Dan Saylor, President

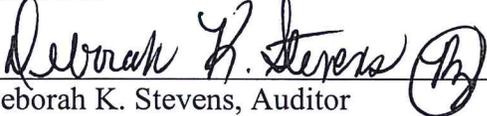


Robert H. Johnson, Jr., Vice President



Marlin Weisheit, Member

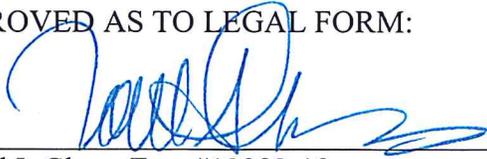
ATTEST:



Deborah K. Stevens, Auditor

Warrick County, Indiana

APPROVED AS TO LEGAL FORM:



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