

ORDINANCE 2019- 14

**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 employees or elected officials shall ensure that Warrick County is not responsible for the payment of taxes as a result of the reimbursement of expenses under Section 31.04 of the Code of Ordinances of Warrick County, Indiana.

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.

Employees shall reserve and pay for overnight lodging accommodations for Approved County Business using a County issued credit card and shall submit a copy of Warrick County's Tax Exemption Certificate at the time of checking in. Alternatively, an employee may pay the lodging expenses using a pre-approved, Warrick County-issued check if requested by submitting an appropriate written request to the Warrick County Auditor at least seven (7) days in advance of the Approved County Business. An employee's request for lodging reimbursements shall not include any payment of taxes under this Section 31.04.

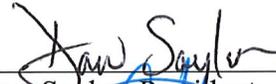
- (C) Meal Reimbursements. When a Warrick County employee is on Approved County Business with approved overnight accommodations said employee shall be reimbursed for meal costs in a total amount of Fifty and 00/100 Dollars (\$50.00) per diem per employee. For purposes of this Chapter, "per diem" is measured 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.

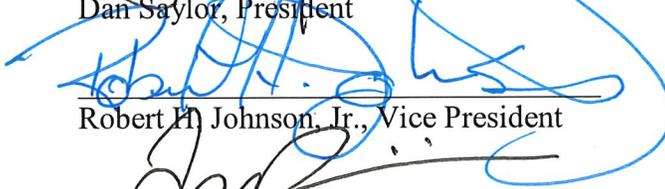
If a Warrick County employee is traveling for Approved County Business in any location outside Warrick County said employee shall be reimbursed for meal costs actually incurred, that are not otherwise reimbursable according to the per diem reimbursements of this subsection (C), in an amount not to exceed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

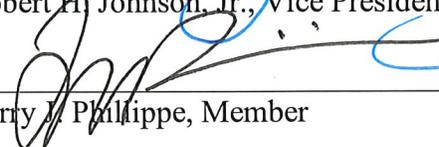
- (D) Notwithstanding the foregoing, the Board of Commissioners of Warrick County, in its sole discretion, may direct the reimbursement to an employee of an amount other than that which is provided for herein under this Section 31.04 if the Board determines the reimbursement is in the best interests of Warrick County.

Passed and adopted by the Board of Commissioners of Warrick County, Indiana,  
this 10<sup>th</sup> day of June, 2019.

WARRICK COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Dan Saylor, President

  
\_\_\_\_\_  
Robert H. Johnson, Jr., Vice President

  
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Terry J. Phillippe, Member

ATTEST:

  
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Deborah K. Stevens, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:

  
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Todd I. Glass, Esq. #13982-18  
FINE & HATFIELD, A Professional Corporation  
520 N.W. Second Street, P.O. Box 779  
Evansville, Indiana 47705-0779  
Telephone: (812) 425-3592  
Warrick County Attorney