

ORDINANCE NO. 815

AN ORDINANCE OF THE TOWN OF OGDEN DUNES, PORTER COUNTY, INDIANA TO AMEND ORDINANCE 638 AND ORDINANCE 655 AND SETTING FORTH NEW TRAVEL REIMBURSEMENT RATES FOR TOWN OFFICIALS AND EMPLOYEES ON OFFICIAL TOWN BUSINESS

WHEREAS, the Town of Ogden Dunes hereby establishes a uniform travel and lodging allowance for reimbursement to Town employees on official Town business

Now, therefore, the Town Council of the Town of Ogden Dunes, Porter County, Indiana do ordain as follows:

Section 1 Mileage rates for Town business in Ordinance 638 and Ordinance 655 are hereby repealed.

Section 2 To eliminate the necessity of establishing a specific mileage rate by ordinance, the standard mileage rate as established by the Internal Revenue Service shall be applied each year.

Section 3 The Town is authorized to reimburse any official or employee of the Town for mileage, parking fees and toll charges incurred when using their personal vehicle for official Town business. Mileage will be reimbursed at the standard mileage rate established by the Internal Revenue Service for the tax year in which the mileage expense was incurred provided that proper documentation to justify the expense is submitted by the employee to the Town.

Section 4 Per diem meal allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary workplace. Meals purchased during an event that requires an overnight stay will be reimbursed if the training classes, seminar or conference do not provide them. Meals for Town employees or officials will be reimbursed at a maximum of fifty dollars (\$50.00) per day per employee plus reasonable gratuity. Alcohol purchases will not be reimbursed. Proper documentation (receipts) for all expenses to be reimbursed must be presented to the Clerk-Treasurer's office.

Section 5 The cost of overnight lodging (room rate) will be reimbursed to the employee if the authorized travel is 45 miles or more from the employee's home or primary worksite. If overnight stay is necessary, lodging will be reimbursed at a maximum of one hundred and fifty dollars (\$150.00) per night single occupancy. Only single room rates are authorized for payment or reimbursement unless the second party is representing the Town in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

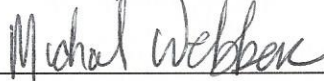
Section 6 Meals, mileage, toll charges, parking fees and lodging must be supported by itemized receipts and submitted to the Clerk-Treasurer's Office within five (5) days after the official or employee returns to the Town.

Section 7 This ordinance shall be in full force and effect from and after its adoption by the Town Council of the Town of Ogden Dunes.

ALL OF WHICH IS PASSED AND ADOPTED by the Ogden Dunes Town Council this 4th day of APRIL, 2016.



Tim Nelson, President



Michael Webber



Kathy Kniola

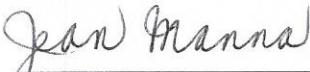


Scott Lehmann



Nate Ball

ATTEST:



Jean Manna, Clerk-Treasurer