

Spencer Township Travel Policy

This policy establishes guidelines in accordance with Resolution No. 2023-4 and IC 36-6-8-3(b) authorizing the reimbursement of travel expenses incurred by employees using their personal vehicles for authorized township business.

This policy is designed to set out the procedures for reimbursement of such travel expenses.

1. Commuting.

The township will not reimburse the cost of commuting to and from an employees' home to the place within the township where the person works.

2. Reimbursement for Travel.

Employee travel for township business should be conducted by the most efficient and economical means available. Whenever practical, travel on township business should be in township owned vehicles, if available. Travel for township business will be reimbursed under the following conditions:

A. Travel Subject to Reimbursement.

(i) The township will reimburse travel in an employee's personal vehicle, within the county, to investigate or inspect poor relief cases; to investigate or inspect weed complaints; to investigate or inspect livestock kill claims; to perform other routine employment assignments requiring driving to other locations; to attend approved meetings, seminars conferences, educational programs or training sessions for the improvement of the employees knowledge and skills; or to attend approved meetings, seminars, conferences, educational programs, or training sessions for the improvement of the functions of township government.

(ii) The township will reimburse travel outside the county, but within the state, necessitated by the employee's job duties; to attend approved meetings, seminars conferences, educational programs or training sessions for the improvement of the employee's knowledge and skills; or to attend approved meetings, seminars, conferences, educational programs, or training sessions for the improvement of the functions of township government.

(iii) The township will reimburse travel outside the state, necessitated by the employee's job duties; to attend approved meetings, seminars conferences, educational programs or training sessions for the improvement of the employee's knowledge and skills; or to attend approved meetings, seminars, conferences, educational programs, or training sessions for the improvement of the functions of township government. All reimbursed travel outside the state must be approved, in advance, by the trustee.

B. Method of Calculating Mileage.

If the employee travels on township business, using the employee's personal vehicle, mileage will be reimbursed at the sum per mile paid to state officers and employees (currently \$0.49 as set by the Department of Administration), as follows:

(i) Mileage traveled within the county shall be measured by the actual round-trip mileage

between the employee's township office and the location of the particular assignment and will include the actual mileage between assignments where multiple locations are included in a single trip.

(ii) Mileage traveled outside the county shall be measured according to State Highway Map mileage tables (if available) or miles measured on the State Highway map. Mileage outside the state shall be measured similarly by using commercially available tables or maps. For trips of less than 50 miles one-way, actual mileage may be used.

C. Parking and Tolls.

All claims for parking and tolls will be reimbursed upon filing of actual receipts for such expenses. These claims must be submitted together with any claims for mileage reimbursement for the same trip.

D. Other Travel Reimbursement.

Reimbursement for other methods of transportation, including travel by air, train, ferry boat, ship, bus, taxicab, or rental car, etc. shall be reimbursed based on the actual cost of business class travel for that trip. Whenever possible, such travel should be arranged by the township for direct billing or charge to the township. Receipts for all such travel, if not paid directly by the township, must be submitted with any claim for reimbursement.

E. Filing Claims for Reimbursement.

All claims for reimbursement for travel must be filed, on the prescribed forms, within 10 business days after the completion of the trip. Claims for employees who routinely use their personal vehicle in the performance of their duties should file weekly claims for the mileage traveled during the week. Claims for travel reimbursement should include:

- (i) The date of the travel;
- (ii) The location of the travel, including a list of multiples locations visited, if appropriate;
- (iii) The purpose of the travel (i.e. poor relief home investigation, etc.);
- (iv) For travel within the county using the employee's personal vehicle, the beginning and ending vehicle odometer reading and the total miles driven;
- (v) For travel outside the county using the employee's personal vehicle, a copy of the map or mileage table used; and

(iv) All receipts for travel costs not directly paid by the township. Mileage claims for Poor Relief Investigators must be filed on a fully completed P.R. Form No. 7M-1970 as prescribed by the State Board of Accounts. All other mileage claims must be filed on a fully completed Mileage Claim Form No. 101, prescribed by the State Board of Accounts.

3. Lodging, Parking, Telephone Calls, and Other Necessary Expenses, (Excluding Meals) for Travel Outside the Community. Whenever possible, arrangements for lodging, telephone calls, and other necessary expenses should be made by the township for either direct billing or charge to the township. The actual cost of lodging, telephone calls, and other necessary expenses, excluding meals, if not directly paid by the township, will be reimbursed to an employee upon the following conditions:

- A. The trip has been pre-approved by the trustee;
- B. The trip (including both travel time and work time) will take more than 4 hours to

complete, unless this requirement is specifically waived, in writing, by the trustee; and

C. The employee submits a claim for reimbursement, on Form No. 101 as prescribed by the State Board of Accounts, to the township within 10 business days after the completion of the trip. Claims for reimbursement should include the following:

- (i) The date of the trip;
- (ii) The location of the trip, including a list of multiples locations visited, if appropriate;
- (iii) The purpose of the trip (i.e. convention, seminar, etc.); and
- (iv) All receipts for costs not directly paid by the township.

The cost of pay for view movies or television, gifts, or other personal expenses, will not be reimbursed.

(Note: Under IC 5-11-14-1(g), lodging reimbursement for attendance at the annual conference called by the State Board of Accounts is limited to the single room rate for each night preceding conference attendance. In addition, lodging for a one-day conference called by the State Board of Accounts is only allowed for attendees who live more than 50 miles away. Additionally, round trip mileage to the State Board of Accounts conference may only be claimed one time - repeated trips back and forth from the office to the convention do not qualify for reimbursement. You will need to consult with your accountant or legal counsel for the method of treating a trip to the State Board of Accounts annual conference, if that trip is combined with a trip to the ITA convention and you stay at the ITA convention beyond the State Board of Accounts annual conference day.)

4. Meals.

Actual cost of meals, if not directly paid by the township, will be reimbursed to an employee upon the following conditions:

- A. The trip has been pre-approved by the trustee;
- B. The trip (including both travel time and work time) will take more than 4 hours to complete; and

C. The employee submits a claim for reimbursement on Form No. 101, as prescribed by the State Board of Accounts, to the township within 10 business days after the completion of the trip. Claims for reimbursement should include the following:

- (i) The date of the trip;
- (ii) The location of the trip, including a list of multiples locations visited, if appropriate;
- (iii) The purpose of the trip (i.e. convention, seminar, etc.); and
- (iv) All receipts for costs not directly paid by the township.

All claims for meal costs are subject to review by the trustee for reasonableness. Under no circumstances will the township reimburse the employee for the cost of alcoholic beverages.