

**TOWN OF WHITESTOWN, INDIANA
RESOLUTION NO. 2023-20**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA
ADOPTING AN UPDATED TRAVEL AND PER DIEM POLICY**

WHEREAS, it is appropriate from time to time for employees and officials of the Town of Whitestown, Indiana ("Town") to travel in the performance of their duties and function; and


WHEREAS, the Town Council of the Town ("Town Council") desires to set forth an updated policy concerning reimbursement and travel expenses incurred by Town employees and officials in the performance of Town business.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Whitestown, Indiana, that the Town Council here adopts and approves the Travel and Per Diem Policy set forth in Exhibit A, attached hereto and incorporated herein by reference. All policies inconsistent with those set forth in Exhibit A are superseded to the extent of such inconsistency.

PASSED AND ADOPTED BY THE WHITESTOWN, INDIANA TOWN COUNCIL THIS 14th
DAY OF JUNE, 2023, by a vote of 4 in favor and 0 against.

THE TOWN COUNCIL OF THE
TOWN OF WHITESTOWN, INDIANA

DocuSigned by:



FF803D77000344A

Eric Nichols, President

ATTEST:

DocuSigned by:



0A9433A78E9B4B5
Matt Sumner, Clerk-Treasurer
Town of Whitestown, Indiana

Exhibit A

TOWN OF WHITESTOWN AUTHORIZED TRAVEL AND PER DIEM POLICY

1. All Town business-related travel shall be prior approved by the Town Manager or Town Council President based upon Town Council appropriated funds for such purpose.

2. Travel, lodging and per diem expenses incurred in performance of Town related work shall be reimbursed based on current State of Indiana meal per diem rate as approved by the Indiana Department of Administration (IDOA) and State Budget Agency (SBA).

2.1 The per diem allowance will be allocated for specific meals which the employee will have while attending seminars, conferences, or business meetings. Per diem allowance will exclude any meals which are paid for as part of any conference registration package. Reimbursement for meals on an actual receipted basis will be allowed if an employee elects that method of reimbursement.

2.2 The Town Official or employee shall be responsible to reimburse the Town for unexpended per diem funds. Conversely, the Town will not reimburse Town Officials and employees for amounts spent above the per diem amounts. All per diem amounts include costs associated with taxes and tips.

2.3 Expense vouchers shall be turned in at the end of the month in which the expenses were incurred.

Employees must submit documentation to settle their account within seven (7) days after completion of the trip.

3. Commercial air travel shall be scheduled at the lowest available and/or most direct flight airfare rate at the time of any approved travel. A fare other than the lowest rate may be used only when seats are not available at the lowest fare or air travel at a higher rate will result in overall cost savings to the Town. Business class airfare is allowed only when there is no lower fare available to meet Town needs, e.g. in the event of emergency travel.

4. Rental vehicles may only be used if such use would result in an overall reduction in the total cost of the trip, not for the personal convenience of the traveler.

4.1 Comprehensive and collision liability insurance shall be confirmed with Town's Insurance Carrier prior to travel.

4.2 Rental vehicles are restricted to sub-compact or compact sedans unless a larger vehicle is necessary for cost efficiency due to the number of travelers.

4.3 Town will reimburse for parking expenses if free, public parking is not available within a reasonable distance of the place of Town business.

4.4 Town will reimburse for the lowest rate, long-term uncovered (e.g. covered or enclosed parking will not be reimbursed) airport parking only if it is less expensive than shuttle service to and from the airport.

5. Employee is responsible for any other miscellaneous personal expenses, as they are included in employee's lodging and per diem expenses.

6. The Town will reimburse any allowable and allocable business expenses, excluding health club fees and business class air fares, except as indicated in paragraph 3, above.