

**FCO 2013-VII**

**AN ORDINANCE CONCERNING BUSINESS TRAVEL**

WHEREAS, the Floyd County Commissioners, with the approval of the County Council, shall establish policies and rates for employee business travel and reimbursement including overnight lodging, per diem and transportation expenses. All such reimbursements are subject to approval with appropriate documentation being submitted to the County Auditor. In all cases, the expense for which an employee seeks reimbursement shall have been budgeted in departmental budgets or else specifically approved by the County Council. Expenses not budgeted or approved by the County Council will not be reimbursed.

**NOW THEREFORE:**

BE IT ORDAINED, Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act.

BE IT ORDAINED, business rental rates, terms, and conditions are adopted annually by the County Commissioners and are hereby adopted by reference.

BE IT ORDAINED, rental cars are not permitted by County policy and will not be reimbursed from County funds. When using air/travel and subsequent cab, shuttle or train to a destination, an employee will be reimbursed with those submitted receipts.

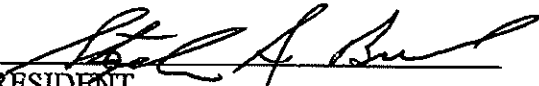
BE IT ORDAINED, a County employee, with the approval of their supervisor, may elect to travel and be reimbursed for lodging the night before the scheduled business meeting/education. However, the destination must be located 75 miles or more from the City-County Building to reimburse for hotel and meal per diem for that night.

BE IT ORDAINED, travel expenses that require staying in a hotel will be paid at the rate of \$125.00 per night or the negotiated rate.


BE IT ORDAINED, meals associated with overnight travel will be reimbursed to the employee at a rate of \$26.00 per day. There is no meal reimbursement or deduction for "daily" (or non-overnight) business travel, per IRS rules and regulations. Employees will also not be reimbursed if meals are provided by the meeting or seminar.

DULY ADOPTED THIS 18<sup>th</sup> DAY OF June ~~NOVEMBER~~, 2013.

BOARD OF COMMISSIONERS

  
PRESIDENT

  
MEMBER

  
MEMBER

ATTEST:  
  
FLOYD COUNTY AUDITOR