

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1583

AN ORDINANCE OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AMENDING TOWN ORDINANCE NO. 1247, ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 1235, THE SAME BEING AN ORDINANCE ESTABLISHING A TRAVEL POLICY FOR THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA", ESTABLISHING A TOWN PER DIEM OFFICIAL TRAVEL REIMBURSEMENT POLICY, AND ALL MATTERS RELATED THERETO.

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana (hereinafter "Town Council"), has reviewed current Town policies in Town Ordinance No. 1247 related to travel and reimbursement of Town Officials for the reasonable expenses incurred while traveling and conducting official business for the Town outside of the jurisdictional limits of the Town; and

WHEREAS, the Town Council has reviewed the current Indiana State Board of Accounts (hereinafter "SBOA") policies and regulations related to reimbursement of Town Officials for reasonable expenses incurred for travel and conduct of official business for the Town outside the jurisdictional limits of the Town together with SBOA regulations governing the travel reimbursement policies for Town Officials who are traveling for official Town purposes; and

WHEREAS, the SBOA has issued its guidelines and position statements regarding the authority of the Town Council to establish reimbursement procedures and policies for public employee travel expense reimbursement and compensation, at the discretion of the Town Council; and

WHEREAS, the Town Council, based upon its review, and in the exercise of its discretion within the parameters set forth by the SBOA, now seeks to establish policies and procedures establishing a "per diem" reimbursement Travel Policy for Town Officials compliant with current SBOA guidelines and policies, and applicable law; and

WHEREAS, the Town Council, based upon its review, and after being duly advised, now deems it appropriate to amend its Travel Policies consistent with present needs and circumstances, all as permitted by the current guidelines and policies of the SBOA and applicable law.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AS FOLLOWS:

SECTION ONE: That Town Ordinance No. 1247, Establishing a Travel Policy for the Town, be, and the same is hereby amended to add a **Per Diem Allowance** provision in **SECTION TWO** therein as follows, namely:

“SECTION TWO: The following policy shall be used in providing or reimbursing Town Council Members, Town Clerk-Treasurer, Members of Boards and Commissions, Appointed Officials and/or Town Employees for travel accommodations and expenses incurred therefore when such travel has been authorized and budgeted. Such persons shall hereafter be referred to as Town Officials.

7. **Per Diem Allowance.**

In lieu of Town Officials presenting itemized receipts for reimbursement by the Town, the Town Council, may, at its discretion, allow a “per diem” amount to be distributed to Town Officials to offset the costs of incidental and direct travel expenses (i.e. food; transportation; gratuities; and the like) incurred by Town Officials while on official Town business. Town Officials who pay travel expenses with the use of “per diem” funds are not required to maintain itemized receipts showing the expenditures made while using said funds. The “per diem” amount authorized by the Town Council, shall not exceed the sum of Ninety and 00/100 (\$90.00) Dollars per day. “Per diem” funds shall only be used for those travel expenses authorized by the Town, and are not to be used for lodging and mileage costs.”

SECTION TWO: That all existing Ordinances, or parts thereof, in conflict with the provisions of this Ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

SECTION THREE: That all remaining terms and provisions of Town Ordinance No. 1247 not amended hereby are ratified and reaffirmed, and shall remain in full force and effect, except as amended hereby.

SECTION FOUR: That if any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this Ordinance.

SECTION FIVE: That this Ordinance shall take effect, and be in full force and effect, from and after its passage and adoption by the Town Council of the Town of St. John. Lake County, Indiana, in conformance with applicable law.

[SIGNATURES ON FOLLOWING PAGE]

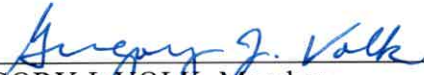
ALL OF WHICH IS PASSED AND ADOPTED THIS 24th DAY OF April, 2014, BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, TOWN COUNCIL


MICHAEL S. FORBES, President

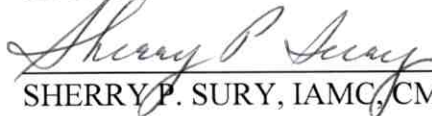

LARRY BUSTAMANTE, Vice-President

MARK BARENIE, Member


GREGORY J. VOLK, Member


KENNETH D. GEMBALA, Member

ATTEST:


SHERRY P. SURY, IAMC, CMC,
Clerk-Treasurer