



Common Council

Agenda Item

Cover Sheet

MEETING DATE: August 27, 2024

- Previously Discussed Ordinance
- Proposed Development Presentation
- New Ordinance for Discussion
- Miscellaneous
- Transfer

ITEM or ORDINANCE: #43-08-24

PRESENTED BY: Caitlin Moss

- Information Attached
- Bring Paperwork from Previous Meeting
- Verbal
- No Paperwork at Time of Packets

ORDINANCE NO. 43-08-24

AMENDING §37.03 OF THE CODE OF ORDINANCES TO UPDATE PROCEDURES FOR
THE REIMBURSEMENT OF TRAVEL AND RELATED EXPENSES OF CITY
EMPLOYEES

WHEREAS, in certain circumstances, it is necessary or reasonable for a City employee to travel on official business.

WHEREAS, the existing language in City Code regarding reimbursement for travel costs associated with official City business-related travel, originally established by Resolution RB 35-03 and last amended by Amended Ordinance 48-11-18, has become outdated.

NOW, THEREFORE, BE IT ORDAINED, by Common Council of the City of Noblesville, Indiana, to amend the Code of ordinances as follows:

Section 1. § 37.03 of the Code of Ordinances be modified as indicated:

(A) A travel policy for the City of Noblesville, Hamilton County, Indiana, is hereby established.

(B) Reimbursement Policy for Travel and Related Expenses.

(1) Generally. Expenses which are incurred by a City employee related to that employee's official duties, responsibilities, or actions while participating in or on behalf of official business shall be reimbursable or non-reimbursable as described below.

(2) Expenses.

(a) The authorized use of an employee's personal vehicle for travel on official business shall be reimbursed at the current rate set under § 36.09 of the City Code of Ordinances.

(b) Parking fees or tolls incurred and paid while a city employee is on official business shall be reimbursable. However, the same shall not include traffic and parking tickets issued by any police department for an ordinance or state violation.

(c) Meals, lodging, and other reasonable expenses necessary and relevant to travel outside the corporate limits of the city on official business shall be reimbursable or paid via per diem in advance of travel. Regardless of procedure followed, i.e. paid in advance or reimbursed, meal expenses shall be covered at the current United States General Services Administration (GSA) per diem rate for meals and incidental expenses for the employee's destination, as amended from time to time by the GSA. Amounts in excess of the per diem rate for meals and incidental expenses are permitted if they are approved by the Department Director and Mayor (or Mayor's designee).

(d) An amount equivalent to air fares which are commonly understood to be standard rates, or any lower fare, available, shall be reimbursed.

(e) Meeting expenses, seminar expenses, and such related items incurred while on official business, whether or not incurred inside the City's corporate limits, shall be reimbursed or paid in advance by the City.

(f) Non-reimbursable expenses include, but are not limited to, in-room entertainment; alcohol; tobacco products; laundry service, unless stay is longer than five (5) nights; and any other unrelated service or entertainment expense not directly serving an official business purpose.

(g) Any expenses associated with a companion travel, if the companion is not a City employee on official business, and which causes any expense that is over and above the expense reasonably incurred by the City employee alone, shall not be reimbursable.

(3) Claim submission requirements.

(a) Any claim for reimbursement of travel expenses, other than meals and incidental expenses, incurred while on official business must be documented by an itemized receipt, approved by the Director of the employee's department.

(b) Any claim for reimbursement of meals and incidental expenses must be accompanied by proof of travel dates and location and a request form approved by the Director of the employee's department to the office of the Controller to receive a reimbursement. The request form must contain the reason for travel, travel dates, times of travel, and locations. For attendance at a conference, seminar or school, the employee must also submit an itinerary.

(c) Employees may opt to submit for reimbursement payment for meals and incidental expenses after completing travel on official business, at the current General Services Administration (GSA) per diem rate. The amount will be based on the number of days the employee was in travel status on official business and the location to which the employee traveled. Equivalent amounts for any meals to be provided as part of a conference registration or funded from any other source will be subtracted from the authorized reimbursement payment amount.

(d) Prior to submission of a request for reimbursement, the request must first be reviewed and authorized by the Director of the employee's department to verify that the requested amount is within the guidelines of this section and is funded with the City's budget.

(e) Conference registration fees, hotel reservations, and airline fares associated with travel for official business may be paid in advance.

(f) Any travel expense savings resulting from changes in schedule or itinerary shall be delivered to the office of the Controller within five (5) business days of travel completion accompanied by written documentation. Failure to comply with this provision may result in disciplinary action, up to and including termination of employment.

(g) Any eligible expenses incurred by an employee on a personal credit card may be reimbursed at the retail cost of the transactions. No late fees or interest charges may be reimbursed for any reason.

(C) Advance Per Diem Policy for Travel and Related Expenses

(1) The City may make an advance payment for meals and incidental expenses to a City employee traveling on official business, at the current General Services Administration (GSA) per diem rate. The amount will be based on the number of days the employee will be in travel status on official business and the location to which the employee will be traveling. Equivalent amounts for any meals to be provided as part of a conference registration or funded from any other source will be subtracted from the authorized advance payment amount.

(2) Any travel expense savings resulting from changes in schedule or itinerary shall be delivered to the office of the Controller within five (5) business days of travel completion accompanied by written documentation. Failure to comply with this provision will result in disciplinary action, up to and including termination of employment.

(3) Employees must submit proof of travel dates and location and a request form approved by the Director of the employee's department to the office of the Controller to receive a per diem payment in advance. The request form must contain the reason for travel, travel dates, times of travel, and locations. For attendance at a conference, seminar or school, the employee must also submit a detailed, official itinerary.

(D) Elected officials

(1) For the purposes of this section 37.03 of the Code, an elected official shall not be an "employee."

(2) All elected officials shall be entitled to seek reimbursement of actual expenses for all travel for official business provided that such expenses are justified by the elected official on a form filed with the Controller, are accompanied by receipts or documentation of the expense, are accounted for in the City's budget, and are approved by the Mayor or the Mayor's designee. In the event receipts are unavailable, lost or destroyed, the elected official may obtain reimbursement by signing an affidavit that the expense was incurred on behalf of official business.

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Approved on this _____ day of _____, 2024 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Mark Boice		
	Michael J. Davis		
	Evan Elliott		
	David M. Johnson		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Todd Thurston		
	Megan G. Wiles		

ATTEST: _____
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this _____ day of _____, 2024 at _____ .M.

 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

 Chris Jensen, Mayor

 Date

MAYOR'S VETO

 Chris Jensen, Mayor

 Date

ATTEST: _____
 Evelyn L. Lees, City Clerk