

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-109**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the following changes for the Travel and Reimbursement Policy for Fiscal Court Members, which was originally approved as Resolution No. 2010-081:

Remove the wording of existing Section III: Expense Reports and Reimbursement, which states:

An expense report form, accompanied by all applicable receipts, shall be completed for all reimbursable travel expenses incurred in connection with official County travel. When the form, which is available at the Treasurer's Office, is properly completed and approved, it shall be submitted to the Treasurer's Office for processing. Following approval by the Fiscal Court, reimbursement shall be made by the Treasurer's Office.

Replace it with the following wording:

- A. The Hardin County Travel Voucher, accompanied by all applicable itemized receipts shall be completed for all reimbursable travel expenses incurred with official County travel. Itemized receipts are to be printed or handwritten by the supplier of the goods or services and include the following information:
1. The name and address of supplier
 2. The date of the transaction
 3. A list of all items received, including a listing of food, if purchased
 4. Any gratuity or tip is optional
 5. The total amount of the transaction

If the receipt is handwritten by the supplier and does not have a name and/or address, the name and/or address (city and state) may be handwritten either by the supplier or by the employee submitting the receipt.

- B. When the travel voucher, which is available at the Treasurer's Office, is properly completed and approved, it shall be submitted to the Treasurer's Office for processing. Following approval by Fiscal Court, the reimbursement shall be made by the Treasurer's Office.

BE IT FURTHER RESOLVED to remove Section II: Transportation, Subsection D(2) which states:

When travel is to a location eligible for high per diem classification in IRS Publication 1542, which is attached as Exhibit 1, the maximum allowable reimbursement for meals, tips, and taxes is as follows:

<i>Breakfast</i>	<i>\$10</i>
<i>Lunch</i>	<i>\$15</i>
<i>Dinner</i>	<i>\$30</i>

Changes to the Exhibit may be made from time-to-time by the IRS without further action by the Fiscal Court on either that Exhibit or this Travel Policy.

Change Subsection D(3) to Subsection D(2).

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 July 2012.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk