

RESOLUTION NO. 2017-6 OF THE BOARD OF

COMMISSIONERS OF LAPORTE COUNTY, INDIANA

**RESOLUTION TO AMEND THE LAPORTE COUNTY EMPLOYEE MANUAL
REGARDING MILEAGE REIMBURSEMENT**

WHEREAS, the LaPorte County Commissioners seeks to simplify mileage reimbursement in LaPorte County; and,

WHEREAS, the Internal Revenue Service (IRS) rate is established and prescribed based upon expenses in the current economy; and,

WHEREAS, the LaPorte County Commissioners seek to amend the current employee manual to bring it more up to date and simplify mileage reimbursement.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LAPORTE COUNTY AS FOLLOWS:

The LaPorte County Employee Manual Section C., shall now read:

Employees will be reimbursed for all actual mileage when required to drive their personal vehicle to conduct authorized and assigned county business. Their private auto mileage will be reimbursed at a rate as established by the Internal Revenue Service (IRS).

- 1. Reimbursement for mileage will only be measured from either Courthouse or the specific office building, if not the Courthouse, for which the employee is working.**
- 2. Mileage to Indianapolis is preset at 300 miles.**
- 3. Actual mileage sheets must be submitted with the claim to include beginning and ending places and dates.**
- 4. If two or more employees ride together, only one may claim mileage.**

Mileage will not be paid to attend the official meetings of the Commissioners or Council. All Board Members in every department shall receive mileage for site visits only.

Mileage may be claimed if the Commissioners or Council have an official meeting at a location other than their normal or regularly scheduled meeting place and the employee is directed to attend. Such mileage however, shall be measured from the employee's place of business to the new meeting location.

ORIGINAL

BOARD OF COUNTY COMMISSIONERS
OF LAPORTE COUNTY, INDIANA


Richard Mrozinski, Commissioner


Vidya Kora, Commissioner


Michael Gonder, Commissioner

ATTEST:


Joie Winski, LaPorte County Auditor

Dated 6 Sept 2017

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