

ORDINANCE NO. 2005- 14

AN ORDINANCE OF HOPKINS COUNTY, KENTUCKY, AMENDING THE TRAVEL POLICY AS CONTAINED IN ORDINANCE NO. 2000-2 AND APPENDED TO THE PERSONNEL ADMINISTRATION POLICIES AND PROCEDURES OF THE HOPKINS COUNTY ADMINISTRATIVE CODE.

WHEREAS, the governing body of Hopkins County, the Hopkins County Fiscal Court, desires to amend its travel policies as the same are contained in the Hopkins County Administrative Code.

BE IT ORDAINED by the Fiscal Court of Hopkins County that the travel policy as contained in the Hopkins County Administrative Code, shall be amended and replaced with the Revised Travel Policy, a copy of which is attached hereto and incorporated herein by reference.

BE IT FURTHER ORDAINED that the attached travel policy as contained in the Hopkins County Administrative Code shall supersede any previous section of the Administrative Code relating to same or any Ordinance amending said travel policy as contained in the Administrative Code.

The Administrative Code of Hopkins County is amended and altered in no other respect.

This ordinance shall take effect and may be enforced upon its passage and publication.

This Ordinance shall become effective following publication on _____, 2005.

Upon motion of Magistrate Duncan and seconded by Magistrate Riggs, the ordinance, as first read on the 1st day of September, 2005, was approved. Whereupon the vote was called, and on roll call, the Ordinance was adopted.

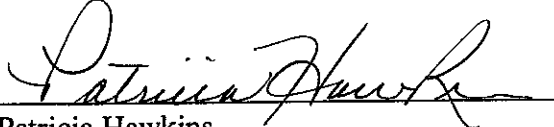
Magistrate Karol Welch	<u>No</u>
Magistrate Coletta Wheeler	<u>No</u>
Magistrate Tim Riggs	<u>Yes</u>
Magistrate Larry Wilson	<u>Yes</u>
Magistrate Larry Rogers	<u>Pass</u>
Magistrate Mike Duncan	<u>Yes</u>
Magistrate Jon Garrett	<u>Yes</u>
Judge Executive Hawkins	<u>Yes</u>

Upon second reading of the Ordinance, it was moved by Magistrate Garrett and seconded by Magistrate Riggs that the Ordinance be duly adopted. Whereupon the vote was called, and on roll call, the vote stood:

Magistrate Karol Welch	<u>Yes</u>
Magistrate Coletta Wheeler	<u>Yes</u>
Magistrate Tim Riggs	<u>Yes</u>

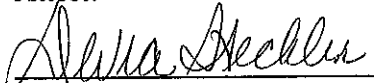
Magistrate Larry Wilson	<u>Yes</u>
Magistrate Larry Rogers	<u>Yes</u>
Magistrate Mike Duncan	<u>Yes</u>
Magistrate Jon Garrett	<u>Yes</u>
Judge Executive Hawkins	<u>Yes</u>

Whereupon, Hopkins County Judge/Executive Patricia Hawkins declared this ordinance adopted on its second reading, affixing her signature and the date thereto, and declared that the same be recorded.



Patricia Hawkins
Hopkins County Judge/Executive

Attest:



Devra Steckler
Hopkins County Clerk

TRAVEL POLICY
(Revised September 2005)

A. Purpose:

Hopkins County Fiscal Court has determined a need to adopt a travel policy for County employees and County officials. The purpose of adopting a policy is to maximize fiscal accountability and promote budget management.

Subject to budgetary limitations, County employees and County officials shall be reimbursed for allowable expenses for travel, including:

Mileage at the approved rate;

Air fare at the lowest coach rate;

Meals at the approved rate;

Tolls, parking, lodging and similar expenses where necessary and reasonable. No expenses shall be reimbursed which are not directly related to County business.

B. Authorization Procedures:

All travel by County Employees must be approved in advance by the employee's supervisor or the County Judge/Executive. Meeting notices supporting travel shall be submitted with the travel request when available.

C. Reimbursement:

Employees of Hopkins County and County officials shall be reimbursed for expenses incurred in the discharge of their official duties of their offices and employment. Generally, personnel should assume responsibility for travel expenses with reimbursement made by the County upon submittal and approval of travel vouchers. Exceptions to this rule may be made by the County Judge/Executive.

D. Transportation:

Mileage rates for vehicles while on official duty or job-related purposes shall be reimbursed at the current federal mileage rate for business miles driven as set forth by the Internal Revenue Service.

E. Lodging:

When making lodging reservations personnel shall request government rate when available. Lodging shall be reimbursed at actual cost, at an amount no greater than the cost of a single room. If lodging cannot be obtained where the event is being held, alternate lodging shall be reimbursed at equal or lesser cost.

Meals:

Meals shall be reimbursed using the following Subsistence Chart:

6:30 a.m.	11:00 a.m.	5:00 p.m.
through	through	through
9:00 a.m.	2:00 p.m.	9:00 p.m.
\$9.00	\$11.00	\$20.00

Subsistence cannot be claimed for meals included in registration fees.

Other Allowable Expenses:

Other allowable expenses that may be reimbursed are:

- Toll charges (receipts required)
- Registration fees (documentation required)
- Parking and cabs (where necessary - receipts required)
- Car Rental (where necessary - receipts required)

Travel Vouchers:

Completed travel vouchers requesting reimbursement for travel expenses shall be submitted

to the Office of the County Treasurer no more than one month after employee returns. Room receipts, toll receipts, cab and parking receipts, where applicable, must be attached to voucher.

Budget Limitations:

All reimbursements set out herein shall be subject to budget limitations or other fiscal restraints imposed by the Hopkins County Fiscal Court.