

PROPOSED ORDINANCE 23-32
Sponsored by: Personnel Committee

Be it enacted by the Quorum Court of Faulkner County, State of Arkansas, An Ordinance to be entitled: An Ordinance to repeal and replace Faulkner County Ordinance 12-05 and 07-16 to establish reimbursements for travel expense and/or meetings or trainings sponsored by Faulkner County entities and for other lawful purposes.

Section 1: Employee's or elected officials of Faulkner County will be reimbursed up to, but not to exceed, \$45.00 (forty-five dollars) per day for in -state travel, \$75.00 (seventy-five dollars) a day for out-of-state travel, for meals while traveling on work related business. To be eligible for reimbursement, the employee or elected official must be staying overnight, out of town and submit itemized receipts. No alcohol purchases will be reimbursed. Any purchases over the above-mentioned amounts, or for alcohol or not on an itemized receipt will be the responsibility of the traveler and not eligible for reimbursement. **A gratuity for service may be reimbursed in an amount no greater than fifteen percent (15%) of the meal price if the gratuity is clearly identified and listed on the receipt or invoice. Any gratuity in excess of fifteen percent (15%) will be the responsibility of the traveler and not eligible for reimbursement.**

Section 2: The issuance of credit cards will be at the discretion of the elected official. Credit cards shall only be used for work related purchases and an itemized receipt, from the place of purchase, must accompany the credit card bill submitted for payment. Any credit card charge purchase not accompanied by an itemized receipt, will be the responsibility of the purchaser. It shall be considered a violation of this Ordinance to knowingly purchase items for personal use, on a County issued credit card, with the intent of reimbursing the County.

Section 3: Cell phone and pager issuance to county employees, whose job description requires they be away from the office regularly and must maintain contact to effectively or safely perform their duties, will be left to the discretion of the elected official. Cell phones issued and paid by the county are for business use only. Each elected official is responsible for monitoring the phone's usage pursuant to the personnel manual. If not provided by the department or office and the employee submits a reimbursement request for the telephone usage, an itemized cellular bill must accompany the purchase order for payment.

Ordinance 07-16

Section 1: ~~So much of Section 1 of Ordinance 05-05 which reads "reimbursed at the rate of \$0.37 per mile is amended to read "reimbursed at the rate of \$0.42 per mile.~~

Section 4: Any official or employee utilizing a privately owned motor vehicle in the conduct of county affairs may be reimbursed at the maximum authorized State rate of mileage reimbursement as decided by the Arkansas Department of Finance and

Administration. Reimbursement shall be based on official miles driven and the county shall not assume responsibility whatsoever for any maintenance, operational cost, accidents, fines, tolls, and parking fees incurred by the owner of the vehicle while on official business for the county. Where more than one county employee is transported in the same vehicle, only one owner shall be entitled to mileage reimbursement. Proper documentation is required.

~~Section 4:~~

Section 5: Faulkner County will not reimburse or pay college tuition for its employees or elected officials.

~~Section 5:~~

Section 6: All airline travel should utilize coach accommodations. No first-class travel will be authorized or reimbursed.

~~Section 6:~~

Section 7: Room rates should be limited to single room or government rates, unless occupied by more than one employee. No in room movie charges, game charges or entertainment charges of any kind will be reimbursed by Faulkner County.

~~Section 7:~~

Section 8: County funds can only be used to purchase the meals, or provide refreshment or meals at meetings/trainings held by Faulkner County elected officials, when a written agenda is submitted with the reimbursement request. Any purchases made that fall outside these parameters are the responsibility of the purchaser.

Passed by the Quorum Court on _____.

Attest: _____
Margaret Darter
Quorum Court Secretariat
Faulkner County, Arkansas

Affirm _____
Allen Dodson
Faulkner County Judge
Faulkner County, Arkansas

Dated:

Dated:

This Publication was paid for by Faulkner County – Quorum Court/County Clerk in the amount of \$ _____.