

RESOLUTION # 4-2015

**A RESOLUTION AMENDING THE SUBSISTENCE PER DIEM POLICY FOR THE
EMPLOYEES OF THE CITY OF BATESVILLE**

WHEREAS, it is the policy of the City of Batesville to reimburse employees and officials for reasonable business travel expenses necessary for the conduct of City business and for meal reimbursement while away on City business. All employees must receive advance travel authorization from their department manager to qualify for reimbursement; and

WHEREAS, it is necessary from time to time to update the subsistence reimbursement in keeping with inflation; and

**WHEREAS, IT IS NOW RESOLVED BY THE COMMON COUNCIL OF THE CITY
OF BATESVILLE PERSONNEL POLICY AS FOLLOWS:**

(B) *Subsistence.* Employees may be reimbursed a daily per diem for meals while traveling on City business including gratuity at the total of \$46.00 per day for breakfast, lunch, and dinner. However, there shall be no reimbursement for breakfast for a departure time of 6:00 a.m. or after and no reimbursement for dinner for travel ending before 6:00 p.m. An employee receiving a meal without charge shall not be entitled to reimbursement for such meal. Receipts for meals are required. Employees will not be reimbursed for alcohol purchased with the meal.

Ayes: Lambert, Meyers, Fritsch, Chaffee, Cox

Nays: None

Whole number of Common Council being five.

Whereupon, the Mayor declared said Amended Resolution adopted this 9th day of March, 2015.

Richard C. Fledderman, Mayor

ATTEST:

Ronald C. Weigel, Clerk-Treasurer