

**ADDENDUM # 9**  
**TO THE VIGO COUNTY**  
**EMPLOYEE AND MANAGEMENT**  
**HANDBOOK DATED OCTOBER 2007**

On October 5, 2010 the Vigo County Commissioners made the following addendum to the Vigo County Employee and Management Handbook Dated October 2007:

In Section V - Subsection 5.10, titled Employee Travel; Reimbursement – shall be replaced with the following:

Travel performed by duly authorized County employees using a personally owned vehicle in the course of official duties shall be reimbursed per mile at the rate approved by the county council (except where state or local statutes provide otherwise). Mileage claims must contain the “to” and “from” destinations, the reason for the business, and the odometer reading. Personal vehicle mileage will not be paid when a County owned vehicle has been issued to an individual or department. Except in the case of a County official who has travel expenses within his/her department budget, a County employee or official seeking County funds or reimbursement of expenses used for travel (such as lodging, transportation, meals, tuition, registration fees) must seek and obtain approval in writing from his/her department head and/or supervisor as well as the Commissioners, in advance. Upon approval, reimbursement may include the following:

- a. Transportation costs attendant to travel, including toll charges, taxi fare, and parking.
- b. Reasonable hotel bills.
- c. Although travel in County vehicles will not be reimbursed on a mileage basis, out of County purchases of gasoline, oil, emergency repair or part replacement, may be reimbursed at actual cost.
- d. Meals will only be reimbursed for those that are not included in the conference registration agenda and per diem is only considered for travel requiring an overnight stay. Overnight is defined as 50 miles or more from the County office.

If a meal is provided, no subsistence shall be claimed for that meal. Computation of allowance for over-night travel is as follows:

Breakfast	\$ 6.50
Lunch	\$ 6.50
Dinner	\$13.00

\*A per diem of \$26 per day in a 24-hour increment is the maximum reimbursement.

Departure before 12:00 P.M.	\$26.00
Departure between 12:00 P.M. and 4:30 P.M.	\$13.00
Departure after 4:30 P.M.	None
Return before 12:00 P.M., but after 7:30 A.M. *	\$13.00
Return after 12:00 P.M.	\$26.00

\*No subsistence is paid for travel segments that are less than 7 ½ hours.

The County will not pay for an employee's meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge.

**All mileage and reimbursement claims shall be submitted on approval forms furnished by the County Auditor. Copies of receipts must support claims.**