

Spencer County, Kentucky
Ordinance No. 1
Fiscal Year 2011 Series

An Ordinance to Amend the Spencer County Administrative Code

Whereas, the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code, effective November 16, 2009; and

Whereas, pursuant to KRS 68.005, the Fiscal Court is required to annually review the County Administrative Code; and

Whereas, the Fiscal Court has determined it necessary to make specific changes to the County Administrative Code;

Now Therefore, Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that Section 3.56 *Expense Reimbursement*, Item B, sub-item (3): *Meals* is hereby amended to be as follows:

Reimbursement shall be made on an actual expense basis with an itemized receipt not to exceed thirty-three (\$33.00) dollars per day. Employees away from the work station on authorized travel shall be entitled to expenses for three meals if they leave prior to their normal starting time and return one hour after their normal work schedule ends. When all or parts of meals are furnished by a conference registration fee, meals taken outside the conference shall not be eligible for reimbursement. Employees that do not require overnight lodging, but are required to be out-of-the-area for a minimum of eight (8) hours are also eligible for meal reimbursement. Reimbursement will be made for the cost of meals provided for department directors only when necessary to perform business for the Court. Reimbursement will be made for the cost of meals provided to others, or for other employees, only with prior approval from their department director. Reimbursement will not be made for the cost of entertainment, alcoholic beverages, or tips.

And Therefore, Be It Further Ordained by the Fiscal Court that Section 3.56 *Expense Reimbursement*, Item D is hereby amended to be as follows:

The Expense Reimbursement Form must be completed (including required itemized receipts) and submitted to the County Judge/ Executive within seven (7) working days after returning from travel.

And Therefore, Be It Further Ordained by the Fiscal Court that Section 3.56-A *Travel Policy*, Item B, sub-item (3) is hereby amended to be as follows:

Lodging shall be reimbursable at the actual expense. Receipts must be approved and attached for lodging reimbursement. NOTE: Overnight stays may be approved for reimbursement if travel is beyond a 60-mile radius of Taylorsville, Kentucky, or if the conference requires more than two nights of overnight stay.

Given first reading and approval on _____.

Given second reading and adoption on _____.

David Jenkins
Spencer County Judge Executive

Attest:

Judy Puckett, Spencer Fiscal Court Clerk