

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 16-02

ESTABLISHING AN EXPENSE POLICY FOR 2016

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on 5th day of January 2016 at 7:00 p.m. with the following members present:

Roy Mann x Mary Johnson x James McGuire x

Trustee McGuire moved for the adoption of the following resolution:

WHEREAS, in accordance with the duties and responsibilities of the Jefferson Township Board of Trustees and its officials; and

WHEREAS, the Board of Trustees and its officials have expenses while attending conferences, meetings and other township functions.

NOW, THEREFORE BE IT RESOLVED that the following expense policy be adopted by the Jefferson Township Board of Trustees for township officials and employees for 2016:

1. **Parking – maximum of \$20.00 daily with receipt**
2. **Cab fares - \$25.00 per day maximum with receipt**
3. **Meals - \$50.00 per day maximum with receipt**
4. **Hotel – fully paid at the lowest rate available with receipt**
5. **Automobile transportation paid in full with receipts to meetings and events - \$.38 per mile mileage reimbursement**
6. **Educational Conference registrations paid in full with receipt**
7. **“Super Saver packages” - that include an extended stay with a substantial discount may be utilized if it is financially beneficial to the township**
8. **Airfare not booked 30 days in advance will not be reimbursed**

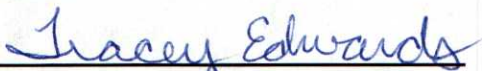
Trustee Mann seconded the motion and the roll was called on the question of its adoption.

The vote was as follows:

Roy Mann (yes) Mary (yes) (yes) James McGuire (yes)

Adopted: the 5th day of January 2016

Attest


Tracey Edwards, Fiscal Officer

16-02