

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

RESOLUTION NO. 16-124

ESTABLISHING JEFFERSON TOWNSHIP EXPENSE POLICY FOR 2017 & BEYOND

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on the 20th day of December 2016 at 7:00 p.m. at the Township offices, located at One Business Park Drive, Dayton, Ohio with the following members present:

Roy Mann X James McGuire X Russell Back X

Trustee McGuire moved for the adoption of the following Resolution 16-124:

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 Jefferson Township officials and employees for 2017 and beyond, until further action is taken by the Trustees:

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 – Mileage reimbursement is based on the standard mileage rates set by the IRS for the year the travel occurs.**
6. **Educational Conference registrations paid in full with receipt**
7. **Airfare not booked 30 days in advance will not be reimbursed**
8. **Any books and/or materials required for the classes or trainings will be reimbursed with receipt**
9. **Employee responsible for utilizing the tax-exempt form**

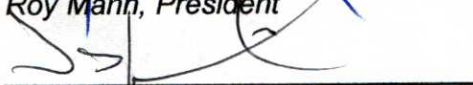
Trustee Back seconded the motion and the roll was called on the question of its adoption.

The vote was as follows: Roy Mann (yes) James McGuire (yes) Russell Back (yes)

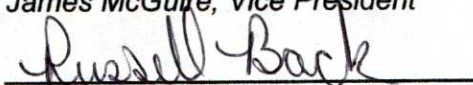
Adopted: 20th day of December, 2016



Roy Mann, President



James McGuire, Vice President



Russell Back, Trustee

Attest: 

Tracey Edwards, Fiscal Officer

Res. 16-124

JEFFERSON TOWNSHIP, MONROECOUNTY COUNTY, OHIO
BOARD OF TRUSTEES

RESOLUTION NO. 18-134

ESTABLISHING JEFFERSON TOWNSHIP EXPENSE POLICY FOR 2017 & BEYOND

The Board of Trustees of Jefferson Township, Monroecounty County, Ohio met in regular session on the 20th day of December 2016 at 7:00 pm in the Township Office, located at One Business Park Drive, Dayton, Ohio with the following members present:

Roy Mann James McQuinn Richard Hahn

Trustee Roy Mann moved for the adoption of the following Resolution 18-134.

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

WHEREAS, the Board of Trustees and its officers have expenses with attending conferences, meetings and other township functions;

NOW, THEREFORE BE IT RESOLVED that the following expenses shall be allowed by the Jefferson Township Board of Trustees for Jefferson Township officers and employees for 2017 and beyond until further action is taken by the Board:

1. Parking - maximum of \$20.00 daily with receipt
2. Cab fare - \$25.00 per day maximum with receipt
3. Meals - \$20.00 per day maximum with receipt
4. Hotel - 11th grade at the lowest rate available with receipt
5. Automobile transportation paid in full with receipts for mileage and cents - mileage reimbursement is based on the standard mileage rates set by the IRS for the year of travel accrue.
6. Professional Conference registration paid in full with receipt
7. Airfare not booked 30 days in advance will not be reimbursed
8. Any books and/or materials required for the course of training will be reimbursed with receipt
9. Employee responsible for filling the tax-exempt form

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

The vote was as follows: Roy Mann (yes), James McQuinn (yes), Richard Hahn (yes)

Respectfully,
20th day of December, 2016

Roy Mann, Trustee

James McQuinn, Trustee

Richard Hahn, Trustee

Attest:
Tracy Edwards, Fiscal Officer