

BOARD OF SANITARY COMMISSIONERS  
MUNCIE SANITARY DISTRICT

RESOLUTION NO. 2016-18

AMENDMENT TO ALLOWABLE EXPENSES 5.14.1

A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on December 10, 2015 concerning Section 5.14, concerning Business Travel.

WHEREAS, the Board of Sanitary Commissioners, (the "Board") wishes to modify section 5.14.1 of the Personnel Policies Handbook which deals with the Muncie Sanitary District's Allowable Expenses that were previously enacted on December 10, 2015.

BE IT THEREFORE RESOLVED, that the Board of Sanitary District Commissioners does hereby adopt the following amendments to the Personnel Policies Handbook.

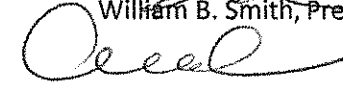
The Board wishes to replace Section 5.14.1, Business Travel- Allowable Expenses, with the following underlined verbiage:

- Lodging, (for employee only). Cost of lodging must be pre-approved, and destination must be more than 50 miles from Muncie;
  - Meals, with receipts, excluding alcohol. 15% maximum tip. (Daily maximum -\$50.00);
  - Mileage, at the current Federal approved rate, Only one reimbursement for multiple riders;
  - Necessary parking fees and tolls;
  - Business telephone calls only;
  - Taxi cab fare; up to 15% maximum tip.
- Other expenses with prior approval of the department head, District Administrator, or Board of Sanitary Commissioners.

MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS



William B. Smith, President



Michael R. Cline, P.E., Vice-President



Joseph Evans, Secretary

EFFECTIVE DATE:  
November 09, 2016