

**Resolution 2017-08  
Muncie Sanitary District  
Board of Sanitary Commissioners**

**A Resolution providing certain amendments to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on December 10, 2015 concerning Sections – 5.14.1, Business Travel – Allowable Expenses.**

**WHEREAS**, the Board of Sanitary Commissioners (the “Board”) wishes to modify **Sections – 5.14.1, Business Travel – Allowable Expenses**.

**BE IT THEREFORE RESOLVED**, that the Board of Sanitary Commissioners does hereby adopt the following amendments to the Personnel Policies Handbook backdating to June 7, 2017:

*The Board wishes to amend the following Sections – 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 \$100.00);
- 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.

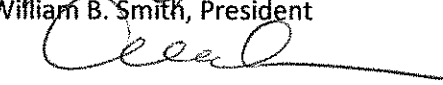
Other expenses with prior approval of the Department Head, District Administrator or Board of Sanitary Commissioners.

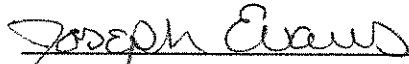
This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by this Board.

**THIS RESOLUTION APPROVED** this 21<sup>th</sup> day of June, 2017, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS**

  
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William B. Smith, President

  
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Michael R. Cline, Vice-President

  
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Joseph Evans, Secretary