

ORDINANCE # 2010-23

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BE IT ENACTED BY THE QUORUM COURT, CONWAY COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO AMEND ORDINANCE 2004-06, AN ORDINANCE TO AUTHORIZE TRAVEL AND / OR MILAGE FOR COUNTY EMPLOYEES

ARTICLE 1. Conway County will hereby reimburse county employees for meals, mileage and lodging for out of town trips. Meals will be reimbursed up to \$50.00 plus tax per day with proper documentation. Meal tips will be reimbursed, not to exceed 15% of the purchase of the meal. Mileage will be reimbursed at the rate paid by the State of Arkansas per mile for private vehicles while in use on County business; reimbursement will be computed by map mileage from county business location to designated meeting location. Reimbursement for air travel must be approved prior by an Elected Official with documentation that this would be more cost efficient for the county. Hotel rooms will be reimbursed at a rate no higher than the actual cost per day with proper documentation for the room and approved by the Elected Official.

ARTICLE 2. Expenses associated with meetings and other official business required during normal business hour may be reimbursed based on actual expense to county official or designated county employee with proper supporting documentation including an explanation of business conducted and expenses incurred.

ARTICLE 3. All expense documentation must be accompanied by a Travel Expense Form and it must be signed by the Elected Official as well as the employee

ARTICLE 4. Therefore an emergency is hereby declared to exist and this ordinance being necessary for the immediate preservation of the public peace, health, and safety shall be in full force and take effect upon its passage and approval.

DATE:

December 20, 2010

APPROVED:

[Signature]

ATTEST:

[Signature]

SPONSER:

[Signature]
J.P. Dist. 10

FILED

DEC 21 2010
7-142
DEBBIE HARTMAN, CLERK
CONWAY COUNTY