

Policy #35

*Procedures for reimbursement under Act #2004-519 for members of the county commission*

Act #2004-519 provides for members of the county commission to be reimbursed for actual travel expenses and to be provided reimbursement for use of their personal vehicle on county business both within and outside the county by receiving reimbursement at the mileage rate allowed by the Internal Revenue Code for income tax deduction purposes. The reimbursement for expenses and the mileage provisions shall apply only when the member of the county commission is performing the duties of his or her office.

Proper document must be provided. Reimbursement shall be paid on warrants drawn on the county treasury under the following procedure:

1. Expenses incurred by members of the county commission when acting on behalf of St. Clair County shall be reimbursed, provided adequate documentation is provided.
2. The use of county-approved credit cards is acceptable within or outside of the county, however the itemized credit card receipt must be presented with an explanation of the county business that was conducted.
3. Commission members may also pay for expenses and seek reimbursement by providing the itemized receipt accompanied by an explanation of the county business that was conducted.
4. If any receipt is for more than one person these individuals should be identified.
5. Commissioners will be reimbursed for traveling in their personal vehicle on a per mile allowance rate adopted by the county commission under the IRS allowed rate. Applications for mileage reimbursement must include the date and location of travel and business conducted.
6. Any claims for reimbursement or mileage should be filed immediately with the county treasurer.
7. Failure to provide the above documentation will result in no reimbursement.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2005.