

St. Clair County Commission
Policy #36

*A policy approving travel and related expense for committee members
appointed by the St. Clair County Commission*

From time to time the St. Clair County Commission approves committees to research and investigate certain issues on behalf of St. Clair County. These committees are approved and members officially named in the minutes of the St. Clair County Commission. Although these citizens are appointed and have volunteered their time on behalf of the county, the County Commission feels under certain circumstances travel and related expenses should be approved and reimbursed.

In order for any member to receive reimbursement the proper documentation must be provided and reimbursement may be paid under the following procedures:

1. Expenses incurred by committee members appointed by the St. Clair County Commission when acting on behalf of St. Clair County shall be reimbursed provided adequate documentation is provided.
2. An itemized receipt accompanied by an explanation of the county business that was conducted must be presented.
3. If the receipt includes expenses for more than one committee member, these individuals shall be identified on the receipt.
4. Mileage will be reimbursed for traveling in the committee member's own personal vehicle on a per mile allowance rate adopted by the county commission under the IRS allowed rate. A signed claim will have to be provided showing the date of travel, location of travel and number of miles traveled.
5. All claims for reimbursement must be filed with the county commission and approved by county commission.
6. Failure to provide the above documentation will result in no reimbursement.

Adopted this the 25th day of January 2005.