

## **Hamilton County Industrial Development Agency**

Resolution No. 7-12  
Adopted Dec. 18, 2012

### **RESOLUTION TO ADOPT A REIMBURSEMENT POLICY FOR IDA MEMBERS AND STAFF**

WHEREAS Hamilton County Industrial Development Agency board members are required to take Authority Budget Office Board Member training within a year of joining the board, which may require travel and registration fees, and

WHEREAS the Executive Director of the Hamilton County IDA also needs to complete Authority Budget Office training and

WHEREAS meetings of the IDA require board members to travel substantial distances to regular meetings as well as special meetings, therefore be it

RESOLVED that the Hamilton County IDA adopt the following reimbursement policy:

**Hamilton County IDA board members shall be entitled to reimbursement for mileage expenditures for driving personal vehicles to meetings at the per mile rate approved by the US Office of General Services or the Hamilton County Board of Supervisors, whichever is less. All board members should submit their request for mileage reimbursement in writing, within 90 days after any board meeting and the request must include the board member's name, address, daytime phone number, e-mail address, date of board meeting, location of board meeting, number of round-trip miles driven and signature. Payment shall be made at the next meeting of the IDA board.**

**Any registration fees, materials fees, parking fees or travel involving a personal vehicle necessary for Authority Budget Office (ABO) training will be reimbursed as long as receipts are retained and presented with a written request for payment that includes the date and place of training and the signature of the board member. Depending on the location and length of training, per diem reimbursement for meals will be calculated according to the US Office of General Services standards.**

**Since IDA staff is compensated by Hamilton County and has access to a county car, reimbursable expenditures are limited to ABO training and expenses related to any conferences, seminars or workshops that the IDA board agrees are necessary to enhance the operation of the agency.**