

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 21-04**

**RESOLUTION TO AUTHORIZE THE DAILY PER DIEM RATE FOR MEALS TO BE SET AT  
A MAXIMUM OF \$50.00 PER DAY, EFFECTIVE DATE JANUARY 1, 2021.**

**WHEREAS:** A policy has been established concerning daily per diem travel rates pertaining to Official Township business; and

**WHEREAS:** The policy is attached hereto, incorporated herein by reference and designated Exhibit "A";

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes the daily per diem rate for meals while on official Township business to be set at a maximum of \$50.00 per day, per person with appropriate itemized receipts, effective January 1, 2021, as set forth on Exhibit "A".

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** January 5, 2021

**Board of Trustees**

**Vote of Trustees**

Shannon Hartkemeyer: <u>Shannon Hartkemeyer</u>	<u>YES</u>
Joe McAbee: <u>Joe McAbee</u>	<u>YES</u>
Susan Berding: <u>Susan Berding</u>	<u>YES</u>

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 5<sup>th</sup> day of January, 2021.

**ATTEST:**

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L.E. Barbieri  
Lawrence E. Barbieri, Township Law Director

report the overtime worked on their time sheets.

- G. Employees who are not governed by a Collective Bargaining Agreement or by some other stipulation that modifies a typical work week or regular hours worked in a specific pay period, may elect to accumulate Compensatory time for overtime hours worked at the rate of 1 ½ hours for each hour worked up to a maximum of 40 hours. The Employee may elect to use this time in a manner consistent with the Vacation Leave Procedure, subject to Supervisor's approval.

## Section 4.03 Expense Reimbursement

- A. Employees of the Township will receive reimbursement for expenses incurred while traveling on official Township business. Employees are eligible for expense reimbursement only when the Board of Trustees, through the Township Administrator or Department Supervisor, has authorized travel. Expenses shall be reimbursed in the following manner.

- 1. Mileage, Parking, and Tolls

- a. Employees shall be reimbursed for actual miles when a Township vehicle is unavailable, while on Official Township business, at the IRS approved rate in effect at the time of the travel.
- b. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

- 2. Meals

- a. Expenses incurred for meals while on official Township business will be reimbursed within the range established by the Board. Meals will be reimbursed upon submission and approval of itemized receipts at actual cost, not to exceed \$50 per day.

- 3. Overnight Trips

- a. Expenses covering the actual cost of a motel room will be reimbursed in full when an employee travels out of the Township on official Township business, and such travel requires an overnight stay. Motel expenses will be reimbursed only with prior written authorization of the Board of Trustees, through the Township Administrator or Department Supervisor.
- 4. No alcohol or personal items are to be purchased or reimbursed through township funds.