

**Resolution Number 2011-09
Hamiltonban Township, Adams County, Pennsylvania**

A resolution establishing a policy for mileage reimbursement for Township Officials.

WHEREAS, the Board of Supervisors of Hamiltonban Township, Adams County, Pennsylvania, would like to adopt a mileage reimbursement policy for Township Officials;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Hamiltonban Township, Adams County, desires to adopt, by resolution, the attached Mileage Reimbursement Policy.

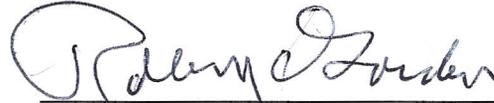
ADOPTED this 5th day of April, 2011.

ATTESTED BY:

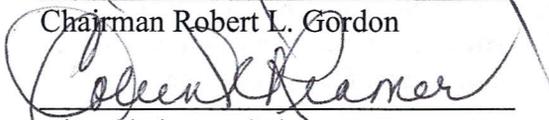


Deborah K. Feiler
Secretary/Treasurer

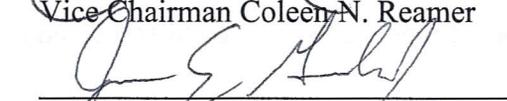
Board of Supervisors
Hamiltonban Township



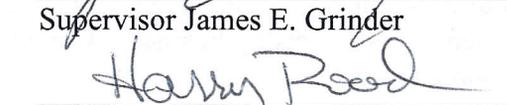
Chairman Robert L. Gordon



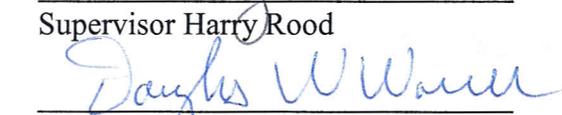
Vice Chairman Coleen N. Reamer



Supervisor James E. Grinder



Supervisor Harry Rood



Supervisor Douglas W. Woerner

Hamiltonban Township Mileage Reimbursement Policy

Purpose: This policy is to establish guidelines that Hamiltonban Township will use when a request is made for mileage reimbursement for the use of a personal vehicle for township related travel.

Definition: For the purpose of this policy, "official" refers to Township Supervisor, working Supervisor, full-time and/or part-time employee, appointed commission member, and appointed delegate.

Travel Reimbursement: Mileage will be reimbursed for the actual miles traveled to and from destination at the established federal (IRS) standard mileage rate *only when all attempts at securing a township vehicle to use have been exhausted*. Mileage between an official's home and the assigned work location are not reimbursable.

Requests for reimbursement of township related travel will be submitted at the end of the pay period to the Secretary/Treasurer for approval by the Board of Supervisors on a standard township expense report. Reimbursement requests will include the following:

1. Date of travel;
2. Travel destination;
3. Odometer start and end readings;
4. Number of miles traveled on company business; and
5. The reason for township travel.

The expense report must be signed and dated by the official.

This reimbursement rate is intended to compensate for all costs related to the operation of his/her personal vehicle on township business. The official assumes liability for his/her personal vehicle in work-related travel.

Parking & Tolls

Metered parking will be reimbursed up to a maximum of \$2.00 per day. All other parking must have original receipts to be eligible for reimbursement.

Tolls will be reimbursed when the original receipt has been submitted.

Hamiltonban Township Mileage Log and Reimbursement Form

Official Name _____

For Period _____

Total Mileage _____

Authorized By _____

Total Reimbursement _____

Member of Board of Supervisors

Date	Time	From	To	Description/Notes	Odometer Reading		Mileage	Rate	Total
					Start	Finish			
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
								0.51	
Total									

Official Signature _____

Date _____