

RESOLUTION 2024-5

ESTABLISHMENT OF TRAVEL REIMBURSEMENT POLICY

WHEREAS: the Keith County Board of Commissioners has deemed it necessary to update the reimbursement of travel costs established with Resolution 2011-58, and

WHEREAS: Nebraska law authorizes the Keith County Board of Commissioners to establish such policies.

NOW THEREFORE BE IT RESOLVED, THAT

1. The following travel policies shall be applicable for all departments, committees, persons, organizations or any other entity requesting reimbursement for expenses incurred while performing duties for or on behalf of Keith County.
2. The maximum amount for all meals shall not exceed \$45.00 per day, according to the following and itemized receipts shall be required:

a. Breakfast	\$10.00
b. Lunch	\$15.00
c. Dinner	\$20.00
3. No reimbursement will be made for meals not accompanied by an itemized meal receipt.
4. Reimbursement for sales tax shall be allowed on meals however employees must act to get sales tax waived on hotel reimbursement. Hotel reimbursement for sales tax shall not occur if appropriate forms were not timely submitted to have sales tax waived. Emergency situations will be considered on a case by case basis. The Keith County Board of Commissioners recognizes that some hotels may not honor Nebraska waivers.
5. Alcohol and tips shall not be considered part of any meal reimbursement or per diem and shall therefore not be paid.
6. Sales tax shall be included in the maximum amount under 2(a), 2(b) or 2(c).
7. Where conference, convention, training, workshop or any other fees include one or more meals, only those meals not covered by such fees shall be reimbursed by Keith County and according to the schedule above. Expenditures above these rates/schedules shall be the responsibility of the entity.
8. For personal vehicle use, mileage shall be paid at the rate established by the Keith County Board of Commissioners pursuant to current IRS rates.
9. Claims for meals over 90 days will not be paid, mileage claims over 60 days will not be paid.
10. All travel requests shall be presented for approval to the appropriate entity preceding the date of the travel, if at all possible.

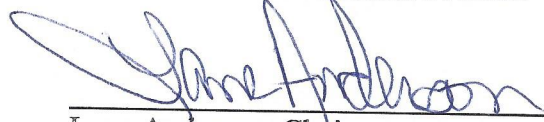
11. The following shall be the mileage used for determining reimbursement for travel to these selected locations:

<u>Location</u>	<u>Round Trip Mileage</u>
Brule	18
Geneva	504
Gering/Scottsbluff	240
Grand Island	392
Hastings	402
Kearney	300
Keystone	28
Kingsley Dam	20
Lemoyne	36
Lewellen	48
Lincoln	550
North Shore Lodge	34
Omaha	660
Paxton	40
Roscoe	14
Sarben	50
Sidney	142

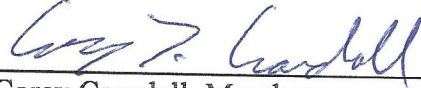
12. For locations not listed, mileage reimbursement will be made based on information provided at Google Maps or Mapquest.

Dated this 10th day of January, 2024.

**KEITH COUNTY NEBRASKA
BOARD OF COMMISSIONERS**



Lane Anderson, Chairman



Corey Crandall, Member



Joan Ervin, Member



Toney Krajewski, Member



Dale Schroeder, Member

ATTEST:

Sandra K. Olson, Keith County Clerk