

RESOLUTION 2014-06

A RESOLUTION AUTHORIZING TRAVEL RELATED CASH ADVANCE

WHEREAS, certain departments of the Town of Griffith have occasion to require employees to participate in various events or functions that may require travel related expenses such as food, lodging and transportation; and

WHEREAS, such travel often requires greater-than-nominal sums which, whenever possible, the Town will pre-pay by Town of Griffith check or credit card; and

WHEREAS, such pre-payment is not always possible, nor is it desirable or feasible for all employees to pay such costs out-of-pocket and apply for reimbursement; and

WHEREAS, it is the desire of the Council of the Town of Griffith to establish a procedure to provide travel related cash advances when the employee's department head requests such advance; and

WHEREAS, the amount to be advanced will be based on a reasonable assumption of meal and incidental costs likely to be incurred; and

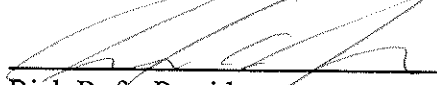
WHEREAS, the employee will sign for and be responsible for cash received and will comply with the Town of Griffith Travel Policy and account for all expenditures which will be reasonable, ordinary and necessary, documented and supported.

NOW, THEREFORE, BE IT RESOLVED that in response to a written request by a department head, the Clerk Treasurer is authorized to provide an employee with cash in advance of travel.

BE IT FURTHER ORDAINED that this Resolution shall be in full force and effect from and after its passage.


PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County, Indiana this 18th day of February, 2014.

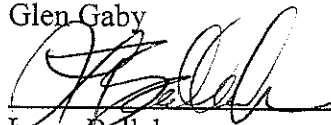
COUNCIL MEMBERS OF THE TOWN OF GRIFFITH, LAKE COUNTY, INDIANA



Rick Ryfa, President


Patricia Schaadt

ABSENT
Glen Gaby


Stan Dobosz


Larry Ballah

Attest:

George N Jerome
Clerk Treasurer