

# TITLE 10

## SPECIAL ORDINANCES, REGULATIONS, RULES, POLICIES, AND BARGAINING AGREEMENTS

### SUBTITLE 3 — POLICIES

#### POLICY 19

#### REIMBURSEMENT OF CITIZEN MEMBERS OF COUNTY COMMITTEES

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#### 19.010 Background

(A) Linn County receives service from many citizens, as members of various boards, committees, and commissions.

(B) There is no monetary compensation for such service.

(C) There has been no consistently applied policy that covers reimbursement of expenses incurred by those person.

(D) Description [sic] as used in this Policy:

(1) “**Committee**” means any citizen advisory board, commission or committee whose members are appointed by the Board of County Commissioners for Linn County.

(2) “**Member**” means any person, other than an employee of Linn County, appointed to membership on a committee.

(3) “**Committee Chairperson**” means a person who chairs a committee.

[Adopted 92-042 eff 3/4/92]

#### 19.100 Policy

(A) Provided that sufficient budgeted funds are available, and subject to the following provisions, members serving by appointment on Linn County boards, committees, and commissions shall be reimbursed for actual travel expenses necessarily incurred in the performance of official duties.

(B) Reimbursement for travel by private automobile, when authorized, shall be at the rate of .21¢ per mile, except when such travel is in connection with an activity paid for by non-County funds, such as a State or Federal grant, which by its terms provides reimbursement for travel at a rate higher than 21¢ per mile, reimbursement shall be at the rate specified by the source of the non-County funds, up to a maximum of .27¢ per mile.

(C) Travel by commercial bus, rail or air will be reimbursed at coach or economy fare cost.

(D) All claims of members other than a committee chair for expense reimbursement which are under \$100 shall be itemized on the form “Linn County Individual Travel and Expense Voucher,” shall be signed by the member, and shall be approved and signed by the committee chair.

(E) All claims for expense reimbursement which are for \$100 or more, or are on behalf of the committee chair, or if the payee is the committee chair, shall be itemized on the form “Linn County Individual Travel and Expense Voucher,” shall be signed by the member, and committee

chair, and forwarded to the Board of County Commissioners for final approval.

(F) In lieu of the procedures set out above, a county appointing authority may verify attendance and travel distance of committee members, and approve and submit a voucher for payment of mileage, without signature of members.

(G) Claims approved as set out above may be paid by the Accounting Section.

(H) All Claims for reimbursement of expenses incurred after June 15th, of any year shall be submitted no later than June 15th, of the following year.

[Adopted 92-042 eff 3/4/92]

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**References and Authorities:**

**Legislative History of Policy 19:**

Adopted 92-042 eff 3/4/92

Amendments to 92-042:

#1 none

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