

First Reading: December 5, 2023  
Second Reading: dispensed

**RESOLUTION NO. 2023 - 104**

**A RESOLUTION ESTABLISHING MILEAGE ALLOWANCE FOR TOWNSHIP  
EMPLOYEES PROVIDING FOR REIMBURSEMENT  
EXPENSES, AND DISPENSING WITH A SECOND READING**

**WHEREAS**, the Board of Township Trustees of Sycamore Township is desirous of establishing mileage allowance and providing for the reimbursement to employees for costs incurred on behalf of the Township;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Township Trustees of Sycamore Township, Hamilton County, State of Ohio:

**SECTION 1.** Any Township employee who uses his or her own motor vehicle in the furtherance of Township business shall be reimbursed at the rate per mile established as the standard mileage rate by the Internal Revenue Service for deducting automobile expenses in 2024. The employee shall keep accurate mileage records and shall provide them to the Township prior to reimbursement.

**SECTION 2.** Any Township employee who expends his or her own funds on behalf of the Township shall be reimbursed for such expended funds, provided the employee submits a receipt to the Township for such expenses and further provided the expenses were approved by the Board of Township Trustees or Township Administrator, if within his spending authority, prior to purchase.

**SECTION 3.** The Township Trustees of Sycamore Township upon at least a majority vote do hereby dispense with any requirement that this resolution be read on two separate days, and hereby authorize the adoption of this resolution upon its first reading.

**SECTION 4.** This Resolution shall take effect on the earliest date allowed by law.

**VOTE RECORD:**

Mr. James Aye Ms. Schwegmann Aye Mr. Weidman Aye

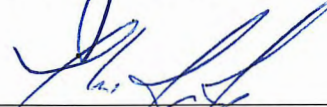
**PASSED** at the meeting of the Board of Township Trustees this 5<sup>th</sup> day of December, 2023.



Tracy Schwegmann, Chairman



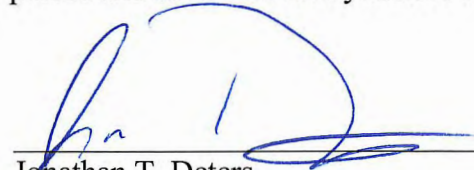
Thomas J. Weidman, Vice Chairman



Thomas C. James, Jr., Trustee

#### **AUTHENTICATION**

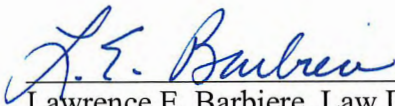
This is to certify that this resolution was duly passed and filed with the Sycamore Township Fiscal Officer on this 5<sup>th</sup> day of December, 2023.



Jonathan T. Deters

Sycamore Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Law Director