

**ORDINANCE NO. O-19-46**

**BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:**

**“AN ORDINANCE AMENDING ORDINANCE O-19-15 ESTABLISHING A CREDIT CARD, REIMBURSEMENT, AND TRAVEL POLICY FOR GARLAND COUNTY GOVERNMENT.”**

WHEREAS, Ordinance O-12-52 established a travel reimbursement policy for Garland County Elected Officials and employees; and,

WHEREAS, Ordinance O-12-52 was amended by Ordinance O-16-54; and,

WHEREAS, Ordinance O-16-54 was amended by Ordinance O-19-15; and,

WHEREAS, the Finance Committee has reviewed the County credit card policy and the Legislative History and determined that amendments should be made; now, therefore, Ordinance O-19-15 is hereby amended and reaffirmed as follows.

**NOW THEREFORE BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, ARKANSAS:**

**SECTION 1.** Currently, Ordinance O-19-15 Section 12 (A) states:

“SECTION 12. Meals: County credit cards shall only be used by Elected Officials or employees for the purchase of meals when the Elected Official or employee is out of the county on official county business. The county credit card may not be used to buy the meal of another person other than the Elected Official or employee or other Garland County Elected Officials or employees. Meals provided in-house for work-related training or meetings shall be exempt from this Section.

A. The maximum amount that may be charged to a County credit card for meals shall be in **accordance with and based on U.S. General Services Administration** rates in effect on the day of the purchase for the location of the purchase. Such rates may be obtained from the Finance Department prior to travel authorization. The maximum amount allowed for each meal shall be applied only to the respective meal purchase and shall not accumulate, e.g. breakfast funds shall be spent on breakfast only, lunch funds shall be spent on lunch only, dinner funds shall be spent on dinner only; they shall not be accumulated and combined. **The amounts shall be per person and are exclusive of tax.** Tips are allowed but shall not exceed fifteen percent (15%) of the purchase amount of the meal as provided by A.C.A §14-14-1207. Tips not itemized on the receipt will be the responsibility of the Elected Official or employee.”

**SECTION 2.** The language “The amounts shall be per person and are exclusive of tax” shall be amended to read as follows:


“The amounts shall be per person and are inclusive of tax.”


**SECTION 3.** This amendment is in accordance with the U.S. General Service Administration (GSA) rates, which have been adopted by Ordinance O-19-15.

**SECTION 4. EMERGENCY CLAUSE.** This Ordinance being necessary to ensure the public health, safety, and welfare insofar as they are affected by conditions and maintenance of structures and premises, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect upon and after its date of passage and publication.

ATTEST:   
Sarah Smith  
Garland County Clerk

APPROVED:   
Darryl Mahoney  
Garland County Judge

SPONSOR:   
Matt McKee  
Justice of the Peace

SPONSOR:   
Thomas Anderson  
Justice of the Peace

Date: 11/25/19

DATE: \_\_\_\_\_