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**TITLE 50 DEPARTMENT OF LOCAL
GOVERNMENT FINANCE**

Proposed Rule
LSA Document #03-6

DIGEST

Adds 50 IAC 20 to provide uniform procedures necessary to prescribe both a mileage and per diem allowance for attendance of an initial training sessions and continuing education sessions under IC 6-1.1-35.2. Effective 30 days after filing with the secretary of state.

50 IAC 20

SECTION 1. 50 IAC 20 IS ADDED TO READ AS FOLLOWS:

ARTICLE 20. REMUNERATION FOR INITIAL TRAINING AND CONTINUING EDUCATION SESSIONS

Rule 1. Purpose

50 IAC 20-1-1 Scope

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-35.2

Sec. 1. The purpose of this article is to establish procedures for reimbursement of assessing officials as defined under IC 6-1.1-35.2 or attending an initial training session or a continuing education session. (*Department of Local Government Finance; 50 IAC 20-1-1*)

Rule 2. Definitions

50 IAC 20-2-1 Applicability

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-1-1.5; IC 6-1.1-1-22; IC 6-1.1-35

Sec. 1. Unless otherwise indicated, the definitions contained in IC 6-1.1-1 also apply to this article. The definitions in this rule apply throughout this article. (*Department of Local Government Finance; 50 IAC 20-2-1*)

50 IAC 20-2-2 “Lodging per diem” defined

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-1-1.5; IC 6-1.1-1-22; IC 6-1.1-35

Sec. 2. “Lodging per diem” means the expense incurred for overnight lodging. (*Department of Local Government Finance; 50 IAC 20-2-2*)

50 IAC 20-2-3 “Meal per diem” defined

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-1-1.5; IC 6-1.1-1-22; IC 6-1.1-35

Sec. 3. “Meal per diem” means the expenses incurred for subsistence. (*Department of Local Government Finance; 50 IAC 20-2-3*)

50 IAC 20-2-4 “Per diem” defined

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-1-1.5; IC 6-1.1-1-22; IC 6-1.1-35

Sec. 4. “Per diem” means expenses incurred during travel. *(Department of Local Government Finance; 50 IAC 20-2-4)*

Rule 3. Training Provisions

50 IAC 20-3-1 Initial training provided by the department

Authority: IC 6-1.1-35.2-2

Affected: IC 6-1.1-35.2-2

Sec. 1. Each year the department shall provide initial training sessions for all newly elected or appointed assessing officials. To ensure that all new officials stated within this section have an opportunity to attend initial training sessions, the department shall conduct the initial training sessions at a minimum of four (4) separate regional locations. *(Department of Local Government Finance; 50 IAC 20-3-1)*

50 IAC 20-3-2 Continuing education provided by the department

Authority: IC 6-1.1-35.2-3

Affected: IC 6-1.1-35.2-3

Sec. 2. The department shall provide continuing education training sessions each year to all assessing officials. To ensure that all assessing officials stated within this section have an opportunity to attend continuing education sessions, the department shall conduct the continuing education sessions at a minimum of four (4) separate regional locations. *(Department of Local Government Finance; 50 IAC 20-3-2)*

Rule 4. Per Diem Allowance

50 IAC 20-4-1 Mileage for attending the initial training sessions and the continuing education sessions

Authority: IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Affected: IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Sec. 1. All assessing officials shall be entitled to a mileage per diem allowance designated by the county fiscal body for attending an initial training session or a continuing education session sponsored by the department. If the county fiscal body has not designated a mileage per diem allowance for the attendance of such a session, the county fiscal body shall reimburse for mileage in accordance with the mileage allowance policy of the state, hereby incorporated by reference, located in the administrative rules of the department of administration, Financial Management Circular 97-1, Section 10-3. *(Department of Local Government Finance; 50 IAC 20-4-1)*

50 IAC 20-4-2 Meal per diem for attending the initial training sessions and the continuing education sessions

Authority: IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Affected: IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Sec. 2. All assessing officials shall be entitled to a meal per diem allowance designated by the county fiscal body for attending an initial training session or a continuing education session sponsored by the department. The county fiscal body may either establish a meal per diem allowance or set a maximum amount of reimbursement for food expense based on actual receipts submitted by the assessing official. If the county fiscal body fails to designate a meal per diem allowance for attending an initial training session or continuing education session, the department will authorize a meal per diem allowance in accordance with the per diem allowance policy of the state, hereby incorporated by reference, located in the administrative rules of the department of administration, Financial Management Circular 97-1, Section 10-1. *(Department of Local Government Finance; 50 IAC 20-4-2)*

50 IAC 20-4-3 Lodging per diem for attending the initial training sessions and the continuing education sessions

Authority: IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Affected: IC 6-1.1-35-3; IC 6-1.1-35.2-2; IC 6-1.1-35.2-3

Sec. 3. If attendance of an initial training session or continuing education session requires the official to travel more than fifty (50) miles away from their place of work, the official shall be reimbursed for any lodging expense incurred. The county fiscal body shall designate a lodging per diem allowance. If the county fiscal body has not designated a lodging per diem allowance, the maximum amount the department will authorize for lodging expenses incurred under this section will be those authorized in accordance with the lodging expense allowance policy of the state, hereby incorporated by reference, located in the administrative rules of the department of administration, Financial Management Circular 97-1, Section 10-5. (Department of Local Government Finance; 50 IAC 20-4-3)

Rule 5. Payment

50 IAC 20-5-1 Payment by county

Authority: IC 6-1.1-35.2-3

Affected: IC 5-11-14-1; IC 6-1.1-35.2-5

Sec. 1. A county making a payment to an assessing official under this section must make the payment regardless of an appropriation. The payment may be made from the county's cumulative reassessment fund or the county's general fund. (Department of Local Government Finance; 50 IAC 20-5-1)

Notice of Public Hearing

Under IC 4-22-2-24, notice is hereby given that on January 23, 2004 at 11:00 a.m., at the Indiana Government Center-North, 100 North Senate Avenue, Room 1058, Department of Local Government Finance Conference Room, Indianapolis, Indiana the Department of Local Government Finance will hold a public hearing on proposed new rules to govern the assessment of Lake County industrial facilities. Parties interested in participating in the public hearing are encouraged to attend and submit written statements expressing their specific or general concerns, any suggested additions or revisions, and any documentation that may serve to support, clarify, or supplement their concerns, suggestions, or proposed revisions. The Department of Local Government Finance also encourages any interested party who has concerns, suggestions, or proposed revisions to contact Toma Shepherd, Department of Local Government Finance, at (317) 233-4361. Copies of these rules are now on file at the Indiana Government Center-North, 100 North Senate Avenue, Room 1058 and Legislative Services Agency, One North Capitol, Suite 325, Indianapolis, Indiana and are open for public inspection.

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