

ORDINANCE NO. 2025-11-12-01

AN ORDINANCE AMENDING THE VILLAGE OF SHEFFIELD MUNICIPAL CODE TO PROVIDE AMENDMENTS RELATING TO REGULATIONS MUNICIPAL CODE CHAPTER 2, DIVISION 2, SECTION 6 REGARDING REIMBURSEMENTS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF SHEFFIELD:

SECTION 1: Chapters 2-2-6, REIMBURSEMENTS - shall be replaced in its
entirety as follows:

Any trip taken by a village employee to attend any out -of-town meeting, training session or seminar relating to their job must be approved by the Village President prior to attendance. A "reimbursement training/conference request form" (see exhibit "A") must be completed to receive any reimbursements by the employee. Any trip taken by a Village elected or appointed official to attend any out -of-town meeting, training session or seminar relating to their job must complete a "reimbursement training/conference request form" and submit the request form to the office in order to gain Village Board approval at a regular meeting, prior to their attendance. The approved "reimbursement training/conference request form" must be attached to any reimbursement paid by the Village.

Any approved trip shall be reimbursed for mileage and expenses on his/her own vehicle using the most current rate as determined by the Internal Revenue Service.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 4: This Ordinance shall take effect immediately or as provided by law.

SECTION 5: The Village Code of the Village of Sheffield, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to the Village Code shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Sheffield at a duly held meeting on the 12th day of November, 2025.

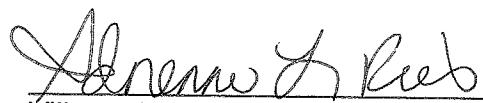
	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
BOARD of TRUSTEES			
Adams	X		
Barry			X
Corwin	X		
DeVoss	X		
Price	X		
Taylor	X		

APPROVED:



Sheila Yepsen, Village President

ATTEST:



Village Clerk, Adrienne Ries

EXHIBIT "A"



Training/Conference Request Form -

Name: _____

Event Details

Event Name: _____ Event Dates: _____

Event Description: (Please attach any literature/brochures necessary) Include Topics Covered &/or benefits for
Sheffield _____

Event Sponsor & Location: _____

Village Trustee/Employee Signature: _____ Date: _____

Event Costs/Requested Reimbursements

_____ Event Registration

_____ Personal Mileage (\$ _____ /mile most current IRS mileage rate X _____ miles)

_____ Other Transportation (Uber, Cab, Shuttle, etc.)

_____ Other Costs

_____ TOTAL ESTIMATED COSTS

Approval/Notifications (Approved)

Village Clerk Signature: _____ Date: _____

Village President Signature _____ Date: _____

Village Mtg Date & Agenda Item: _____
Required for Trustee Requests