
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All County Assessors, their Deputies, and PTABOA Members

FROM: Department of Local Government Finance

RE: Instructional Meeting: January 13 – 17, 2025

According to Ind. Code § 6-1.1-35-3, the Department of Local Government Finance (“Department”) may require township assessors, county assessors, or members of the county property tax assessment board of appeals (PTABOA), county auditors, and their employees to attend instructional sessions held by the Department or held by others but approved by the Department. Therefore, the Department has approved the meeting named below for the purposes of providing assessors and deputies with job-related training.

Event: 2025 Winter Conference

Sponsoring Organization: Indiana County Assessors’ Association

Dates: January 13 – 17, 2025

Location: Hyatt Regency Hotel, One S. Capitol Ave., Indianapolis, IN 46204

PER DIEM: In accordance with the rules promulgated by the Department governing the payment of travel expenses associated with approved training sessions, any assessing official (township assessor and their deputies), county assessor (and deputies), county auditor, or PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round-trip mileage allowance only for travel between the person’s place of work and the training site nearest to the person’s place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If the county does not have an approved travel policy, the participant’s reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

A certificate of attendance will be included in your conference packet, and you should use this certification as proof of attendance to claim any reimbursement. A copy should be maintained to verify continuing education credits earned to compare to the yearly report issued by the Department.

If you have any questions concerning the specific details of this event, please contact the sponsoring organization.