

RESOLUTION NO. 6-0907

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the County Board approved resolution number 3-0203 on February 18, 2003 adopting the County’s Policy Governing Reimbursement of Expenses.

WHEREAS, the Committee on Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development and Tourism recognizes the County Board’s authority per Wisconsin Statutes Sections 59.01, 59.03, and 59.13(3) to reimburse expenses for eligible persons connected with attendance at conferences, conventions, seminars, trainings, and meetings;

WHEREAS, the Committee on Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development and Tourism has reviewed and amended the policy that was adopted on February 18, 2003.

WHEREAS, the Policy Governing Reimbursement of Expenses recommended by the Committee on Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development and Tourism provides a fair and uniform method of making such reimbursements to eligible persons;

WHEREAS, Iowa County hired a County Administrator in August 2007 who will be overseeing the approval and payment process of expense reimbursement policy;

NOW THEREFOR BE IT RESOLVED, that the Committee on Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development and Tourism and the County Board of Supervisors recommends that the following Policy Governing Reimbursement of Expenses be included as an appendices to the Iowa County Personnel Policies. In addition, that the policy be included in and adhered to in any and all departmental policies and or employee handbook(s) within Iowa County;

BE IT FURTHER RESOLVED, that such policy applies to all Iowa County employees from this date forward;

Respectfully submitted by the Committee on Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development and Tourism:

Dana Perry, Chairperson

Dwayne Hiltbrand

John Lind

Diane McGuire

Thomas Mueller

Adopted by the Iowa County Board of Supervisors on the 18th day of September 2007.

Mark Masters
Iowa County Chairman

ATTEST: _____
Gregory Klusendorf
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the County Board of Iowa County duly adopted the above resolution on the 18th day of September 2007.

Gregory Klusendorf
Iowa County Clerk
Iowa County, Wisconsin

POLICY GOVERNING REIMBURSEMENT OF EXPENSES

GENERAL POLICY PURPOSE

Sections 59.01, 59.03, and 59.13(3) of the Wisconsin Statutes provide that the County Board may reimburse persons for expenses incurred in the discharge of County duties. This policy is adopted to establish in advance a fair and uniform method of making such reimbursement.

- 1) Attendance shall be limited to conferences, conventions, meetings and seminars which are expected to contribute measurably to the improvement of the Iowa County public services.
- 2) Local and in-state conferences, conventions, meeting and seminar resources shall be utilized to the maximum extent possible. Eligible persons shall be entitled to reimbursement for expenses incurred for attendance at local conferences, conventions, meetings, and seminars within the State of Wisconsin. Registration and conferences fees shall be reimbursed together with mileage, lodging and meals all subject to the rules in this policy. If a banquet is held in conjunction with such convention or conference, reimbursement shall be made for one banquet ticket. If such convention or conference is held in Iowa County, reimbursement shall be made for meals but subject to the stated policy limits.
- 3) Attendance at conferences, conventions, meetings and seminars which are held at distant locations or which require high registration fees is to be limited.
- 4) Every effort shall be made to limit the number of employees from any one county department attending the same conference, convention, meeting or seminar. It is recognized that there may be times when a number of employees are required, as a condition of their employment, to attend the same conference/convention/seminar/training/meeting. There are occasions when the State requires attendance by all staff of a particular unit at certain conferences/conventions/seminars/training/meetings.
- 5) No person shall be entitled to attend a conference, convention, seminar or meeting outside the State of Wisconsin without prior County Administrator approval. In granting such approval, the County Administrator may establish the maximum allowance for such trip, which will be fair and reasonable. The person or persons attending such conference, convention, seminar or meeting shall contact the Finance Director thirty (30) days in advance of the date of departure for specific authorization of the expenses to be allowed for such trip. Failure to obtain prior approval may disallow County reimbursement to the person for part or all of the expenses for such trip. If an employee is attending a conference/convention/seminar or meeting outside the State of Wisconsin where there will be no cost to the County, the employee shall obtain the County Administrator approval.

EXCLUSION

Per Diem and mileage compensation for members of the Iowa County Board of Supervisors in connection with attendance at meetings of the Board are excluded from the coverage of this policy. However, County Board members shall be allowed per diems when attending conventions and conferences.

In the event County Board members travel to or from conventions, conferences, meetings and seminars on a day during which no formal convention or conference program or business is scheduled, no per diems shall be allowed for such travel day.

PERSONS ELIGIBLE

Members of the County Board, County elected officials, members of committees, board of commissions, department heads and such other employees as may be expressly authorized by their respective department heads and the County Administrator shall be entitled to reimbursement for travel expenses and other expenses as provided herein. NOTE: Eligible persons who may be accompanied by any family member and or friend while attending conferences, conventions, seminars or meetings it is only the eligible person noted above, who will qualify for any applicable expense reimbursement.

Persons who are eligible to receive mileage reimbursement when using his/her personal vehicle for work related duties will comply with County's Certificate of Insurance requirement. For each year the liability insurance requirements are a single minimum limit of \$300,000 or a combination of 100/300 of liability insurance. This liability insurance is carried at the eligible person's own expense. Such eligible persons shall file with the office of the County Clerk an affidavit setting forth the amount of their liability insurance coverage, the name of the company through which such insurance is carried, the policy coverage dates, and a statement that such insurance will not be terminated without written notice to the Iowa County Clerk.

VOLUNTEERS ELIGIBLE

Persons serving as volunteers in the various County Departments such as the Commission on Aging, Department of Social Services, Veteran Services are under the direction and supervision of those departments and shall be entitled to reimbursement for automobile/vehicle travel expenses and or meals (if applicable) as directly related to authorized volunteer services.

Volunteers providing services as authorized and directed by those departments may submit mileage expense vouchers to the department and the department submits expense vouchers to the County Administrator. Whereupon, such vouchers for expense shall be processed and paid in the same manner as other department's vouchers.

ADMINISTRATION

- 1) The County Administrator shall be responsible for implementing this policy with department heads.
- 2) Individual departmental heads shall be responsible for implementing this policy with their respective departments. Employees will be responsible for obtaining the respective department head approval.

AUTOMOBILE/VEHICLE TRAVEL

Persons eligible shall be reimbursed for automobile/vehicle travel at the current year's IRS mileage rate for travel directly related to County business except as otherwise provided in resolutions or collective bargaining agreements (union contracts). All such travel shall be by the shortest direct route.

In the event more than one eligible person is traveling to the same destination such persons shall make every attempt to carpool to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile/vehicle transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the County Administrator may pro-rate reasonable mileage allowance or disallow all such claims.

Persons who are eligible to receive mileage reimbursement when using his/her personal vehicle for work related duties will comply with County's Certificate of Insurance requirement. For each year, the liability insurance requirements are a single minimum limit of \$300,000 or a combination of 100/300 of liability insurance. This liability insurance is carried at the eligible person's own expense. Such eligible persons shall file with the office of the County Clerk an affidavit setting forth the amount of their liability insurance coverage, the name of the company through which such insurance is carried, policy coverage dates, and a statement that such insurance will not be terminated without written notice to the Iowa County Clerk.

Department heads and employees otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for their normal daily work, overtime work, attendance at County Board meetings, committee, board and commission meetings.

Eligible persons shall receive full reimbursement for toll charges and shall receive full reimbursement for parking charges outside Iowa County.

PUBLIC TRANSPORTATION

Eligible persons who have prior authorization shall receive full reimbursement for authorized travel by plane, train or bus. The eligible person should make every effort to locate the lowest and most reasonably priced transportation before prior authorization. Prior to departure, a purchase order or sales tax exemption certificate should be obtained from the Finance Director.

LODGING EXPENSE

Eligible persons shall be reimbursed for the state rate for lodging. In the event that the state rate is not offered in the surrounding area of the conference the employee will be reimbursed for the expense of reasonably priced hotels or motels at the single room rate unless two Iowa County employees share the room. An employee is required to find the most reasonable lodging in the area. If two or more Iowa County employees share a room, the full cost of the room will be reimbursed. In the event the spouse of an eligible person shares a room, reimbursement shall be made only at the single room rate. If the County is directly billed for the lodging expense, the above restrictions apply. Receipts shall be submitted for all lodging expenses. Lodging expense for eligible persons attending meetings or conferences within a 60-mile radius of the county seat shall not be reimbursed without prior approval of the County Administrator. Consideration will be given for the previous night lodging for conferences/ seminars/ meetings/ trainings that start prior to 8:00 a.m. and are further than 80 miles for the County Courthouse. Eligible persons seeking reimbursement for lodging expense within a 60-mile radius of the county courthouse shall make a written application for County Administrator approval, containing in it the reasons why reimbursement should be granted which has been approved by the Department Head. Said application shall be filed with the Finance Director at least one month prior to the date for which reimbursement will be requested.

MEALS

Eligible persons shall be reimbursed for reasonable meal cost purchased while on County business outside Iowa County. Claims for meals shall represent actual, reasonable and necessary expenses. Tips are limited to 15%. Maximum amounts permitted, included tax and tip are as follows:

Meal	Amount for In-State Travel	Amount for Out-of-State Travel
Breakfast	\$ 8.00	\$ 10.00
Lunch	\$ 9.00	\$ 10.00
Evening Meal	\$ 17.00	\$ 20.00
Total	\$ 34.00	\$ 40.00

To qualify for reimbursement, receipts documenting the items purchased must be submitted along with an expense reimbursement form that has been approved by the employee's Department Head and County Administrator. (See exception for convention or conference banquet tickets.) There will be no reimbursement for alcoholic beverages.

In the event that Iowa County is hosting an in county organized conference/convention/seminar /training/ meeting where various counties/agencies are in attendance, Iowa County may provide refreshments at a reasonable cost. Iowa County will reimburse employees for their meals if the county conference/ convention/ seminar/training/meeting is a full day session.

Reimbursement for the cost of meals in connection with same day travel (no overnight lodging involved) are considered taxable income to the employee.

The County Credit Cards can not be used to pay for meal cost.

GENERAL RULES

Claims for reimbursement of expenses shall be submitted on forms provided or approved by the Finance Director or the County Administrator. In case of an employee, such forms shall first be submitted to the respective department head for approval and then submitted to the County Administrator for approval before being paid by the Finance Department. ***Note the progression of steps needed to approve reimbursement claims takes time and employees and departmental heads should plan accordingly. Failure to obtain the needed approval and to follow the needed procedures for the reimbursement claim may disallow County reimbursement to the person for part or all of the expenses for such trip.***

All expense vouchers for reimbursement shall be submitted to the Administrative Offices' Finance Department within thirty days after the end of the month in which such expenses were incurred or as close to this time frame as possible.