

CHAPTER 45
REIMBURSEMENT OF EXPENSES POLICY

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45.01 REIMBURSEMENT ALLOWED. Pursuant to the provisions of Wis. Stat. § 59.22(3), employees and officers of Sheboygan County shall be reimbursed for all necessary expenses incurred in the performance of their duties subject to the following conditions and limitations. If a bargaining unit contract provides different conditions or limitations, the contract provisions shall apply.

45.02 MEAL REIMBURSEMENT. Reimbursement for meal expenses actually incurred, including tips, shall be made only under the following conditions:

(a) In County. Except for the County Board Chairperson, no meal reimbursement shall be permitted for any meals within Sheboygan County.

(b) Out of County. Meal expenses incurred out of Sheboygan County in connection with carrying out an employee's or officer's duties shall be eligible for reimbursement. Meal expenses in excess of Eight Dollars (\$8.00) for breakfast, Ten Dollars (\$10.00) for lunch, or Fourteen Dollars (\$14.00) for dinner shall not be allowed. If an employee or officer attends a conference, seminar, or meeting for which one or more meals are provided as part of the registration fee, no reimbursement for such meal shall be allowed, unless the employee or officer is subject to dietary restrictions that prevent the employee or officer from accepting the meal provided.

45.03 MILEAGE ALLOWANCE. Mileage shall be reimbursed at such rate as the State of Wisconsin reimburses or allows to state employees where no state car is available and the employee uses his or her own car. [The allowance referred to herein shall be that allowance set biennially by the department of employment relations pursuant to the provisions of Wis. Stat. §§ 20.916(4) and (8).] The claim for mileage reimbursement shall be made upon forms developed for such purpose by the Finance Department. Changes to the state allowance shall become effective for county reimbursement purposes on the first day of the month after documentation of such change has been filed in the County Clerk's Office and the Human Resources Committee has voted to approve such change.

Notwithstanding the previous paragraph, reimbursement shall not exceed Twenty-six Cents (26¢) per mile unless the mileage claimant shall have filed with the Human Resources Department proof that he or she has in effect personal car insurance which provides equal to or greater than \$100,000/\$300,000/\$50,000 liability insurance coverage.

45.04 LODGING. All lodging expenses outside of Sheboygan County shall be reimbursed in full when necessarily incurred in the performance of duties, but must be supported by receipted statements and a statement explaining the necessity for the lodging expense. The provisions of Article 5.00, "Hotel and Motel Expenses," of Section F - Uniform Travel Schedule Amounts of the State of Wisconsin Department of Employment Relations 1999-01 Compensation Plan, as amended from time to time, shall be applicable to this Section. Copies of Article 5.00, Section F, shall be maintained by the County Clerk's office and shall be furnished to all County Supervisors and Department Heads. If husband and wife occupy a room, the County shall reimburse only at the single room rate and the supporting statements must indicate such single rate.

45.05 MISCELLANEOUS INCIDENTALS. All expenses incurred, such as transportation expenses when traveling by common carrier or parking fees or registration fees, etc., shall be reimbursed

within reasonable limitations as may be set by each Department Head under any given circumstances, except that air travel shall not be at first class rates.

45.06 AUDITS. No expenses not actually incurred shall be payable and all requested reimbursements shall be by itemized sworn statement which shall have been approved by the Department Head involved and subsequently approved by the appropriate Committee of the Sheboygan County Board or such other Committee as the Board may designate. Whenever such Committee may desire further explanations of any request for reimbursement, it shall be supplied before payment is allowed. The Department Head and/or the County Board Committee designated may make such adjustment in expense vouchers as it deems reasonable.

45.07 TRAVEL. Out-of-county travel (both in and out of state) by an employee must be approved by the Head of the employee's Department. Department Heads shall consider requiring employees in their Department to use a County vehicle rather than a personal vehicle when appropriate. Any travel by an employee that involves either more than three hundred ten (310) miles of travel one way linear distance (as the crow flies) or more than five (5) consecutive overnight stays must also have the pre-approval from the Liaison Committee for the Department as reflected in the Liaison Committee's minutes. In the event funds for such travel have not been provided for in the budget, then such travel shall not be permitted by the involved Department Head without the advance authorization of the Finance Committee. County Board Member travel charged to the County Board account shall be authorized by the Executive Committee. In those situations where the individual traveling elects to travel by personal car to out-of-state functions, such individual's reimbursement shall be limited to the authorized mileage allowance established by Section 45.03 of this Code or an amount not to exceed the then available air fare charges, whichever is lower.

45.08 DISCHARGE. Any employee who shall intentionally seek reimbursement for expenses not actually incurred or shall otherwise fraudulently apply for reimbursement of expenses shall be subject to immediate discharge by the Department Head without further notice of any kind.

45.09 CONSTRUCTION. The construction of the hereinabove provisions shall be liberal to carry out the intent of the County Board to provide reimbursement to all employees for expenses they may have incurred in connection with their employment for Sheboygan County.

45.10 COUNTY BOARD TRAVEL. Subject to the provisions of Section 45.07 of this Code, County Board travel to out-of-state conventions, seminars, and meetings shall be subject to advance approval pursuant to the following procedure:

(a) Each regional or national convention, seminar, or meeting germane to County government or to County Board operations shall be noticed to County Board members as a footnote to the Agenda for a County Board meeting issued in advance of such event.

(b) Any County Board member interested and available to attend such event shall, in writing, communicate such interest to the Executive Committee within twenty (20) days of the mailing of the Agenda.

(c) The Executive Committee shall designate which members are authorized to attend such meetings. Notice of the members selected shall be included at the foot of the next Board meeting agenda. The number of members who may attend any out-of-state events at County expense shall be decided by the Executive Committee unless advance approval therefor has been approved by County Board action, except that the County Board Chairperson shall always be eligible to attend such meetings without regard to County action.

(d) The rules for reimbursement of expenses in effect at the time of the travel shall prevail.

(e) The herein regulations and limitations shall not apply to regional seminars that are limited to a particular Committee's area of responsibility.

(f) The above provisions notwithstanding, when any County Board member pays his or her own travel and lodging expenses, the County shall pay for the registration fees or similar expenses of such Supervisor on the condition that advance approval by the Executive Committee

shall have been obtained, which approval shall be limited to a determination of whether sufficient funds are available in the County Board account to pay such expense.

(g) All County Board of Supervisors' out-of-state travel must be approved by the Executive Committee, and if approved, a Committee report must be presented to the County Board for final approval.

History: