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TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, your undersigned Committee did review the recommended changes as outlined in the attached document summary and markup of the current Ordinance.

Submitted by:

Committee Vote: **5-0**

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this _____ day of _____, 2015.

Mark L Harris
Winnebago County Executive

(Explanation)
Recommended Changes to the County Travel Ordinance
December 2015

Here is a summary of the changes recommended by the Personnel & Finance Committee at meetings in November and December 2015:

- Deadlines have been recommended for submission of travel expense reimbursement. Should be turned in every three months if not monthly. In order for expenses to qualify for reimbursement they must be turned in by June 30th of the succeeding year. **Any expense reimbursement request received after June 30th of the succeeding year will not qualify for reimbursement.**
- The mileage reimbursement rate is always at the Federal rate (as previously approved by the Board). The Ordinance will no longer list out rates for multiple years.
- The mileage reimbursement will be from the employee, County Board member, etc will be reimbursed from the persons residence to the conference, meeting location and back to their residence even if they live outside of Winnebago County. The terms “within Winnebago County” are being removed. Primarily because, as stated, not all employees, etc., live within the County.
- The allowable meal reimbursement rates have been increased and now include the tip amount. These are the maximum reimbursement amounts. **Expenses submitted for meals that exceed these totals will NOT be reimbursed.** One cannot use an amount under for breakfast to cover an overage for lunch. Each meal stands alone.
- There will no longer be an allowable “daily meal allowance” for trips that extend more than one full day. Each meal stands alone.
- Detailed receipts will **now be required for all meals.** Expense reimbursement requests for meals that are not supported by detailed receipts will not be reimbursed.
- **Restated:** Meal reimbursement amounts (including tips) will not be reimbursed if they exceed the individual meal amount limits (outlined earlier in the Ordinance).

- The paragraph explaining the maximum tip percent is being removed. The tip is up to the individual and must fit within the individual meal allowance amount totals outlined earlier in the Ordinance.
- If the County Board Chairman and Personnel and Finance Chairman are one in the same person, then the County Board Chairman can have any other member of the Personnel & Finance Committee sign off on their expense reimbursement reports.

The full travel ordinance follows this page.