

**SECTION 3.05 OF THE GENERAL
CODE OF WINNEBAGO COUNTY
ATTENDANCE AT MEETINGS OR SCHOOLS**

(1) GENERAL:

(a) The purpose of this Ordinance is the establishment of an orderly procedure for the authorization of travel or attendance at meetings, conferences, or educational seminars, on behalf of Winnebago County and for the reimbursement of legitimate expenses incurred as a result of such attendance.

(b) The intent of this Ordinance is that of restricting the reimbursement of travel expenses to only those items which are properly authorized and which are essential to the conduct of Winnebago County business or training off-site. As such, persons claiming reimbursement for travel expenses should make every reasonable effort to minimize the cost impact of their travel on behalf of Winnebago County.

(c) The provisions of this Ordinance shall not apply to volunteer drivers.

(2) BUDGETING PROCEDURE: Known and planned meetings, conferences, and educational seminars should be budgeted as part of the annual department budget. The annual department budget should also contain a summarized cost estimate for other meetings, conferences, educational seminars, and incidental travel that may reasonably be expected to occur during the fiscal year.

(3) APPROVAL:

(a) Budget Approval: Adoption of the County budget constitutes approval of the department budget for known meetings, conferences, and educational seminars as well as for the summarized cost estimate for other meetings, conferences, educational seminars, and local travel. Attendance of employees and elected officials other than County Board Supervisors at meetings, conferences, or educational seminars that were not identified specifically at the time that the department budget was submitted and considered shall require the advance approval of the County Executive. In the case of County Board Supervisors, advance approval by the County Board Chairman is required for attendance at meetings, conferences, or educational seminars that were not identified specifically at the time that the budget was adopted, except as otherwise provided pursuant to the Rules of the Winnebago County Board of Supervisors.

(b) Expense Voucher Approval: The County Executive or his designee shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by employees and elected officials other than County Board Supervisors. The Chairman of the County Board shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by County Board Supervisors. For purposes of this Ordinance, the County Executive or his designee

and the County Board Chairman shall be known as the Authorizing Agent with respect to various required approvals specified herein.

(c) Deadlines for Submission of Expense Reimbursement Reports: It is recommended that expense reimbursement reports be submitted at least quarterly so that the departments travel expenses on the Winnebago County Income Statement are reasonably up to date for budget monitoring. Expense reimbursement reports must be submitted no later than February 10 of the succeeding year to be recorded in the current year. Those submitted after that will be posted to the succeeding year. Expense reimbursement reports turned in after June 30 of the succeeding year will not be eligible for reimbursement at all.

(4) EXPENSE REIMBURSEMENT:

(a) Automobile Mileage Expense:

1. Automobile mileage shall be reimbursed at the current federal (Internal Revenue Service) mileage rate established for employees utilizing their vehicles for business purposes. ~~The current rate follows below.~~

- ~~1/1/07 – 12/31/07 .485 per mile (48.5 cents)~~
- ~~1/1/08 – 6/30/08 .505 per mile (50.5 cents)~~
- ~~7/1/08 – 12/31/08 .585 per mile (58.5 cents)~~
- ~~1/1/09 – 12/31/09 .550 per mile (55.0 cents)~~
- ~~1/1/10 – 12/31/10 .500 per mile (50.0 cents)~~
- ~~1/1/11 – 12/31/11 .510 per mile (51.0 cents)~~
- ~~1/1/12 – 12/31/12 .555 per mile (55.5 cents)~~
- ~~1/1/13 – 12/31/13 .565 per mile (56.5 cents)~~

2. No employees or elected officials of Winnebago County shall operate a privately-owned motor vehicle on County business unless they meet the County's minimum automobile liability insurance requirements which are set forth as follows:

- \$100,000.00 for each person for bodily injury.
- \$300,000.00 for each occurrence for bodily injury.
- \$ 50,000.00 for each occurrence for property damage.

3.

- a. All Winnebago County employees and elected officials who drive a privately-owned motor vehicle on County business shall produce evidence of insurance coverage to the person responsible for approving their expense reports upon request.
- b. No automobile mileage shall be reimbursed to Winnebago County employees or elected officials of Winnebago County who operate a motor vehicle in violation of this section of this Ordinance.

4. All travel shall be by the most direct route with an allowance to be made for reasonable variations due to route conditions. Mileage shall be paid to the person whose private motor vehicle is used. Where a number of persons are making the same trip, travel shall be in the fewest necessary number of motor vehicles.

5. Employees and elected officials other than County Board Supervisors shall not be paid for travel between their place of residence and their regular work locations.

6. Travel in one's personal automobile between County facilities in the course of business is eligible for mileage reimbursement.

- a. Mileage reimbursement paid to employees and Winnebago County Board members and members of duly appointed Winnebago County committees, boards, and commissions for attendance at duly noticed meetings shall not exceed the mileage between the site of the meeting and the permanent residence ***within Winnebago County*** of the employee, board, committee, or commission members.

(b) Lodging and Meals Expense:

1. The following schedule consists of maximum reimbursable expenses for lodging and meals.

Overnight Lodging - Single room cost.

\$ ~~7.50~~ 10.00 – Breakfast

\$ ~~9.50~~ 12.00 – Lunch

\$ ~~18.00~~ 23.00 – Supper

~~Supper, Breakfast, Lunch, no overnight lodging – \$35.00~~

These are the maximum amounts that Winnebago County will reimburse for meals including tips. Meal costs incurred above these limits will not be reimbursed. Submission of meal receipts is required for all meals.

2. Persons attending meetings, conferences or educational seminars that extend for a full day or a partial day may claim necessary meal expenses per meal as set forth herein. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.

~~3. Persons attending meetings, conferences or educational seminars that extend for more than a full day may claim the daily meal allowance of \$35.00 instead of itemizing individual meal expenses. In the event that one or more meals is provided as part of the conference program and is prepaid, allowance and the claim for reimbursement shall be reduced by the maximum value of the meal(s) as set forth above.~~

~~4. In the event that the cost of a meal consumed by a County employee or elected official while attending a meeting, conference or educational seminar exceeds the amount~~

~~allowed herein, said employee or elected official shall be reimbursed the amount of excess meal expense approved as reasonable as determined by the Authorizing Agent and provided that an itemized receipt for the meal is submitted as part of the reimbursement claim.~~

5 3. Meals consumed by employees and elected officials as part of a business breakfast, luncheon, or dinner are eligible for reimbursement in accordance with the foregoing schedule subject to the approval of the Authorizing Agent.

6 4. Lodging costs will not be reimbursed for any site within 50 miles of the Winnebago County Courthouse unless approved in advance by the Authorizing Agent.

7 5. In order to be reimbursed for lodging costs for the night prior to the beginning of a meeting, conference, or educational seminar, the site of the meeting, conference or educational seminar must be at least 100 miles from the Winnebago County Courthouse and the starting time must be no later than 9:30 a.m. Normally, reimbursement for lodging costs for the night at the end of a meeting, conference, or educational seminar shall not be paid unless the meeting, conference, or educational seminar is located more than 100 miles from the Winnebago County Courthouse and the meeting, conference, or educational seminar ends later than 8:30 p.m. Exceptions to these provisions may be made by the Authorizing Agent based upon weather conditions or other reasonable considerations.

8 6. In that Winnebago County is exempt from state and local taxes in Wisconsin, persons seeking lodging expense reimbursement shall arrange in advance with the lodging facility to exempt reimbursed room and meal charges from state and local taxes.

(5) GENERAL ITEMS OR EXPENSE:

(a) Public Transportation:

1. Travel by plane or train shall be at coach rates.

2. Since most trips are pre-planned, airline tickets shall be purchased far enough in advance so as to achieve the lowest possible fares. If a fare requires additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. In the event that extenuating circumstances prevent the most economical choice from being made, advance approval of the Authorizing Agent shall be secured.

3. Educational seminars that are offered in more than one location shall normally be selected on the basis of the closest site to Winnebago County. Exceptions to this provision require the advance approval of the Authorizing Agent.

4. Incidental expenses for taxi fares, limousine fares, busses, or other forms of land transportation between the airport, or terminal, and the place of lodging and/or the meeting, conference, or seminar site are reimbursable under this Ordinance.

5. Tips (other than meal tips) for alcoholic beverages, barber or beautician costs, in-room movies, maid service, health club fees, and all sundry items not specifically addressed in this Ordinance are not reimbursable.

6. Auto rentals shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time/use perspective.

~~7. The cost of tips from 15% of meal expenses or gratuities of up to 15% included as part of the meal bill are reimbursable expenses for meal expense reimbursement only when claimed on a per-meal basis under this Ordinance. Also, reimbursement of up to \$0.50 per bag for porter services are reimbursable expenses under this Ordinance.~~

8 7. Disbursements made in foreign currency must be converted to U.S. currency when preparing the expense report.

9 8. Where County employees or elected or appointed officials share transportation, only those persons actually providing the means of transportation or paying for the cost of the transportation shall be reimbursed.

~~10 9.~~

(a) County employees, officers, and County Board Supervisors attending County Board meetings or any other authorized meeting or seminar who are not prohibited from claiming mileage expense, but to whom no other provision of this Ordinance is applicable, shall be entitled to mileage reimbursement at a rate of \$.0001 per mile.

(b) Telephone: Employees, officers, and elected officials shall be eligible for reimbursement of personal telephone expenses for calls between their place of lodging and their home not to exceed an average of \$3.50 per day for each night of lodging away from home.

(c) Registration or Conference Fees:

1. Registration or conference fees are reimbursable by Winnebago County upon proof of payment or they may be prepared upon advance billing. In the event that prepayment of registration or conference fees has been made and the individual scheduled to attend cannot attend, the person who made the original arrangements is responsible for providing a suitable substitute or for seeking a refund of the registration or conference fee.

(6) **ADVANCES:** The Authorizing Agent may authorize the payment of travel advances to employees and elected officials engaged in travel on County business.

(7) **ENFORCEMENT:**

(a) The County Board Chairman shall be responsible for the enforcement of and compliance with the provisions of this Ordinance with regard to Winnebago County Board Supervisors. The County Executive or his or her designee(s) shall be responsible for enforcement of and compliance

with the provisions of this Ordinance with regard to employees of Winnebago County and elected officers other than County Board Supervisors. The Chairman of the Personnel and Finance Committee shall be responsible to review expense reimbursement requests of the County Board Chairman and County Executive for purposes of compliance with this Ordinance. ***If the County Board Chairman and Personnel and Finance Committee Chairman are one and the same, then any other member of the Personnel and Finance Committee may review and approve expense reimbursement requests of the County Board Chairman.***