

## Per Diem Report Process and Approvals

1. **Going forward, all per diem reports - with receipts when applicable – using the provided standard form will be received by the County Clerk’s office via one of the following methods:**
  - a. Email: at [countyclerk@co.winnebago.wi.us](mailto:countyclerk@co.winnebago.wi.us)
    - i. If there are also expense reimbursements other than, mileage, on the report, images of receipts must be attached as well
  - b. Mailed to:
    - i. Attn: County Clerk  
112 Otter Ave  
PO Box 2806  
Oshkosh, WI 54901-2806
  - c. Delivered in person to County Clerk’s office
    - i. 112 Otter Ave, Oshkosh, WI 54901-2806
2. **Hard copy per diem reports and all supporting receipts will be scanned by the County Clerk’s office. Emailed per diem reports that require receipts must have an image of the receipts attached.**
  - a. If the approval from the Chairperson is going to be received via email, the emailed or scanned per diem report and supporting receipts will be sent by the County Clerk’s office to the [perdiem@co.winnebago.wi.us](mailto:perdiem@co.winnebago.wi.us) account with the subject line “ **Per diem report – Supervisor’s name, Amount of total report, \$xx per diem and \$xx reimbursement**”
  - b. If the Chairperson comes in to the County Clerk’s office to review and sign, the County Clerk’s office will then scan the approved report and supporting receipts and send directly to the email account [perdiemapproval@co.winnebago.wi.us](mailto:perdiemapproval@co.winnebago.wi.us)
3. **Approvals of the per diem reports will be handled via one of the following ways:**
  - a. Chairperson will come to the County Clerk’s office to review and sign
  - b. Chairperson will receive the electronic version of the report and supporting receipts from the County Clerk’s office via email to review and approve.
    - i. The County Clerk’s office will put in the email subject line “**Per diem report – Supervisor’s name, Amount of total report, \$xx per diem and \$xx reimbursement**”
    - ii. When the Chairperson is ready to approve the report, they will forward the email with “**I approve**” in the body of the email to a distribution list.

1. The distribution list sends the approved reports to payroll, finance and the County Clerk's general email accounts

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Updated: July 12, 2018