

TOWN OF SCOTT
Burnett County, Wisconsin
Reimbursement Procedure Policy
Resolution R2013-01

Authorizing and Establishing Travel Expense and Cost Reimbursement
for Town Employees and Officials

The Town Board of the Town of Scott, Burnett County, Wisconsin, by this resolution, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

Reimbursement by the town is authorized for elected and appointed town officers and employees for the following travel, meals, and lodging costs and expenses authorized and incurred by these officers and employees in their duties for the town. The rates and the lodging, meal, and travel costs and expenses authorized for any travel event are as follows:

RATES

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| 1. | Personal vehicle travel mileage within and outside the town to conduct town business. Does not include attending board meetings or clerk's / treasurer's travel to town office to conduct town business. Rate to be adjusted as needed to current federal guidelines. | Per federal guidelines |
| 2. | Total maximum meal costs per day, not covered under the registration fee, for venues outside the town. Does not include tips. Per meal breakdown as follows: | \$ 30.00 |
| | • Depart before 7:00 a.m. Breakfast | \$ 7.00 |
| | • Depart before 11:00 a.m. & return after 1:00 p.m. Lunch | \$ 9.00 |
| | • Return after 6:00 p.m. Dinner | \$ 14.00 |
| 3. | Total maximum lodging costs per day for venues outside the town. | \$110.00 |
| 4. | Total maximum transportation costs (taxi, bus, transit) for venues outside the town. | \$ 65.00 |
| 5. | Other costs and expenses specifically authorized by town board prior to travel event. | \$100.00 |

The Town of Scott will not reimburse or pay any costs or expenses for meals, lodging, and travel to any town officer or employee unless the town board, or its designee, has approved in writing, in advance, the expenses and costs prior to these costs and expenses being incurred by the officer or employee.

Under s. [19.59](#), Wis. stats., no "local public official," as defined s. [19.42 \(7x\)](#), Wis. stats., in any town action, including any travel event, may use his or her public position to obtain financial gain or anything of substantial value for his or her private benefit or that of his or her immediate family, as defined in s. [19.42 \(7\)](#), Wis. stats., or for any organization with which he or she is associated, as defined in s. [19.42 \(2\)](#), Wis. stats. Substantial value for purposes of this resolution is \$15.00 or more.

Upon proper written proof of payment timely submitted to the town clerk by a town officer or employee for authorized travel costs and expenses, or upon a sworn affidavit by the officer or employee timely submitted to

the town clerk demonstrating the specific travel costs and expenses incurred by the officer or employee, the town shall provide, by the town clerk, timely payment to the officer or employee. Such written proof or sworn affidavit by the town officer or employee shall be submitted to the town clerk in writing within fourteen (14) days of the costs or expenses being incurred.

This Travel Expense and Cost Reimbursement Policy shall be reviewed in October of each year at the regularly scheduled Scott Town Board meeting.

The enactment of Reimbursement Procedure Policy Resolution R2013-01 dated August 12, 2013 rescinds Scott Town Board Reimbursement Policy Procedure dated March 11, 1996.

This resolution takes effect upon passage and posting in three (3) public places in the township.

Adopted this 12th day of August, 2013.

Michael Peterson, Chairman

Gary Lundberg, Supervisor

Kathy Young, Supervisor

Attested: Karen Wiggins, Clerk