

Preserving The Environment •
Improving Water Quality



Commission Policy

Subject: Reimbursement of Personal Expenses Incurred While Conducting District Business	Index: 1-73.21
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Authority: Statute: 83-041-3(2)	Date Issued: 10/14/79
Resolution: 83-041-3(2), 88-073-5, 90-055-6(7), 02-136-7, 08-040-4, 12-052-4, <u>17-037-4</u>	Date Revised: 04/16/2012 12/17/2012 04/24/2017

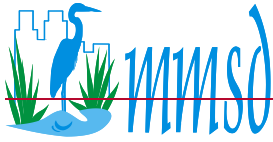
The District shall reimburse Commissioners and staff for reasonable, necessary and actual expenses incurred while conducting District business. In all cases, expenses incurred by Commissioners and staff shall meet the requirements and guidelines of the Commission "Code of Conduct." In addition to normally assigned duties, District business shall include but not be limited to meeting with members of regulatory or governmental agencies, consultants, vendor representatives, and attendance at seminars and conventions. A separate policy is established for employees in the Milorganite® Department.

The Executive Director shall institute procedures to insure proper accountability and approval of all travel and other related expenses incurred by the staff, including the proper recording of names, purpose, and organizations.

Staff attendance at business meetings requires prior approval by the employee's supervisor (at least Cost Center Manager level). Commission attendance at business meetings outside the State requires prior approval of the Policy, Finance and Personnel Committee. No prior approval is required for Commission attendance at business meetings within the State where budgeted funds are available.—

Budgeted funds must be available for staff attendance at conferences and conventions and staff must receive prior approval of the Cost Center Manager and Division Director. The Executive Director and others reporting to the Commission must receive prior approval by the District Chairperson. Commissioner attendance at conferences and conventions must be budgeted for and must receive prior approval of the Policy, Finance and Personnel Committee.

Attendance at training seminars must receive prior approval of the Cost Center Manager and Division Director when appropriate and must be within budget. For those staff reporting directly to the Commission prior approval of the District Chairperson is required. Commissioner attendance requires approval of the District Chairperson.



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Reasonable, necessary, and actual expenses which will be reimbursed include:

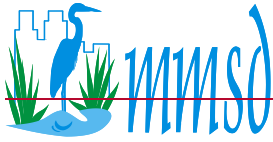
1) Transportation.

(a) Within the District Service Area.

Mileage reimbursement for Commissioners or staff using personal vehicles while conducting District business shall be the Internal Revenue Service (IRS) rate of reimbursement.

The following guidelines shall be used for determining reimbursable mileage. ("Office" is defined as the employee's assigned workstation.)

- Trips from the office to field sites or to other business-related locations and back to the office shall be reimbursed if a suitable pool vehicle is not available.
- Employees traveling from the office to a field or business-related site and then directly home can claim reimbursement for the mileage distance from the office to the site and back to the office or the mileage from the office to the site to the employee's home, whichever is the lesser.
- Employees traveling directly to a field or business-related site and then directly to the office can claim the mileage from the employee's home to the site and then to the office or the mileage from the office to the site and back to the office, whichever distance is lesser.



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- Employees traveling directly from home to a field or business-related site and then directly back to the home can claim the mileage from the employee's home to the site and then back to the home or the mileage from the office to the site and back to the office, whichever distance is lesser.
- Reimbursement for personal vehicle use within a field site must exceed a minimum of one mile for the round trip and will be reimbursed only if a suitable pool vehicle was not available.
- No personal mileage is reimbursable.

(b) Outside the District Service Area.

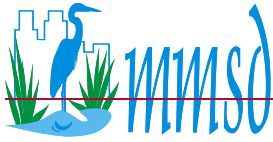
Includes mileage for personal vehicle, as well as fares for air travel, train, bus, taxi, and airport limousine. Car rental is acceptable for reimbursement when other forms of ground transportation are not available or when car rental becomes more cost-effective. This includes gas, oil and emergency repairs for a District vehicle. Reimbursement for air travel is limited to coach fare. Reimbursement for use of personal auto is limited to the currently authorized rate per mile and cannot exceed the cost of coach air fare.

(2) Lodging. Reimbursement is limited to the hotel's quoted single rate for a room plus tax.

(3) Meals. Includes tips and tax.

(a) Within the District Service Area.

Meals generally will not be reimbursed for Commissioners or staff. Exceptions are limited to the following:



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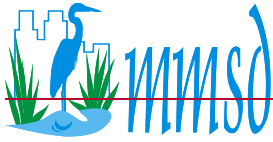
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- Where meal cost is included in the registration fee of a local meeting, seminar or conference.
- Meal expenses for selection committees which include external, subject matter experts assisting the District in evaluating candidates for employment.
- Meal expense incurred during labor contract negotiations.
- On special occasions where courtesy requires a staff member to dine with individuals providing support or assistance to the District or with visiting personnel from other regulatory or governmental agencies.
- Meals will be reimbursed for maintenance employees and their supervisors working in operations when required to work in an emergency situation more than three hours beyond their scheduled work day. The amount of reimbursement allowed is to be established by the Executive Director.
- Meals will be reimbursed for an employee who staffs a District exhibit and works more than two hours beyond their scheduled work day without compensation. The amount of reimbursement allowed is to be established by the Executive Director.

(b) Outside the District Service Area.

The District shall use the annually published General Services Administration's (GSA) guidelines to determine reimbursement rates. For the State of Wisconsin, outside of the District service area, the standard Continental United States (CONUS) rate shall be used. Reimbursement for meals and



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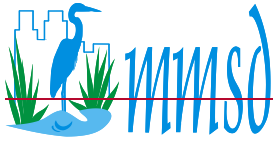
miscellaneous expenses is limited to actual expense incurred up to a maximum permitted amount equaling the number of days required outside the District service area multiplied by [the federal GSA guidelines published for meal reimbursement for the city of destination](#) ~~\$50.00~~ per day. If an additional day or more is required for travel to and from the destination outside the District service area, reimbursement for meals and miscellaneous expenses shall be limited to actual expense incurred or ~~\$50.00~~[the GSA guideline](#), subject to appropriateness and approval. For example, if the number of days required outside the District service area is four days (Monday – Thursday), the maximum reimbursement for meals and miscellaneous expenses shall be limited to actual expense incurred up to a maximum of [the GSA daily meal allowance times four](#) ~~\$200.00~~. If the number of days required outside the District service is five (Monday – Friday) and travel occurs on Sunday and Saturday, the maximum reimbursement for meals and miscellaneous expenses shall be limited to actual expense incurred up to a maximum of [the GSA daily meal allowance multiplied by five](#) ~~\$300.00~~.

Receipts for meals are to be provided. If no receipts are provided, a written explanation as to why the receipts are missing must be provided. A final determination as to reimbursement will be made by the Division Director, Executive Director, or District Chairperson, depending on the employee's reporting relationship.

(4) Parking and related expenses.

Parking expenses incurred while conducting District business outside the normally assigned work location will be reimbursed.

(5) Other expenses.



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(a) Registration fees.

(b) Business telephone.

(c) Miscellaneous. Includes tips for hotel employees, and one personal call per day. This amount is included with the meal expenses and is subject to the maximum amount allowable under paragraph (3)(b) above.

(6) Statutory Reimbursement to Commissioners for Actual and Necessary Expenses.

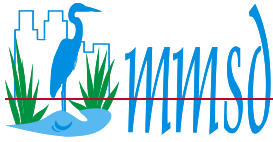
In addition to those expenses set forth above, Commissioners shall be reimbursed for the following actual and necessary expenses incurred in the performance of duties of their office:

(a) All parking including parking while in attendance at Commission and Committee meetings.

(b) Meals during Commission and Committee meetings when such meetings are held during normal mealtimes.

(c) Meals between Committee and Commission meetings or public hearings when the meetings are held on the same day and Commissioner attendance is required at both meetings.

In the event that unusual circumstances cause meals and miscellaneous expenses to exceed the maximum amount allowable under paragraph (3)(b) above, or other expenses not identified as reimbursable are incurred, supporting receipts and explanation must be provided for all expenses. Approval must be obtained by the employee's supervisor (at least Division Director level) in order for these expenses to be reimbursed.



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Expense reports shall be approved by the employee's Cost Center Manager or in the case of the Cost Center Manager the Division Director and for the Division Director, the Executive Director.

The District Chairperson shall approve expense reports for Commissioners and others reporting directly to the Commission. The expense reports for the District Chairperson shall be approved by the Chairperson of the Policy, Finance and Personnel Committee.

Staff travel expenses that exceed a Cost Center's approved travel budget must be approved by the Policy, Finance and Personnel Committee.

It is not permissible for anyone to approve an expense report for another individual on which the reported expenses were all or partially incurred for the approving person.

The Policy, Finance & Personnel Committee shall review expense records as necessary to insure compliance with policy guidelines.