

**COMMISSION FILE NO:** 17-036-4 **DATE INTRODUCED:** April 10, 2017

**INTRODUCED BY:** Executive Director (Signature on File in the Office of the Commission)

**REFERRED BY COMMISSION CHAIRPERSON TO:** Policy, Finance, and Personnel Committee

**RELATING TO:** Revision to Commission Policy 1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business

**SUMMARY:**

The Commission is asked to approve revisions to Commission Policy 1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business. The revisions include updates to the maximum amount of reimbursement for meals and miscellaneous expenses.

The District's current policy limits were established in 2008 and provide reimbursement for meals and miscellaneous expenses to actual expenses incurred up to a maximum permitted amount equaling the number of days required outside the District service area multiplied by \$50 per day. To ensure that District policies reflect current pricing trends, the District undertook an evaluation of both the impact of inflation on the reimbursement level and the policies of other municipalities. The recommended changes use the federal government's General Services Administration (GSA) per diem rates for meals and miscellaneous expenses. These vary from \$51 to \$74 and recognize that the cost of living varies in different parts of the country. One rate, \$51, is recommended for the State of Wisconsin outside the District's service area. The GSA amounts are updated annually.

GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. Most of the CONUS (approximately 2,600 counties) are covered by the standard CONUS per diem rate of \$51 for meals and incidental expenses. In fiscal year 2017, there are about 350 nonstandard areas that have per diem rates higher than the standard CONUS rate. Staff recommends that reimbursements be limited to actual expenses incurred by requiring actual receipts, but recommends revising the policy to use the GSA rates that better reflect the differences in the cost of living across the country.

**ATTACHMENTS:** **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒  
**FISCAL NOTE** ☐ **S/W/MBE** ☐ **OTHER** ☒ Revised Policy 1-73.21, Meal & Incidental Rates

*PFP\_Commission\_Policy\_1-73.21\_Revision\_legislative\_file.docx*  
03-37-17

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **RESOLUTION**

Revision to Commission Policy 1-73.21, Reimbursement of Personal Expenses Incurred  
While Conducting District Business

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the changes to Commission Policy 1-73.21, Reimbursement of Personal Expenses Incurred While Conducting District Business, as shown in the attached policy, are adopted.