



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	306	Approval Date: 11/ 15/11
Policy Title	EXPENSE REIMBURSEMENT	Effective Date: 01/01/12
		Revision Date(s): 10/15/13

Car Travel: The IRS rate per mile by the most direct route. Travel between county buildings /facilities and travel to conduct County business within the City of Juneau will be exempt from reimbursement. The rate of reimbursement will be adjusted administratively without necessity of County Board action to coincide with the standard rate as established by the IRS, such adjustment by Dodge County to take place the first (1st) day of the first (1st) month following the announcement by the IRS of the adjustment of the rate.

Meals and Lodging: Actual and reasonable expense will be allowed for meals outside Dodge County and a receipt must be furnished for every meal over three dollars (\$3.00), not to exceed twenty-four dollars (\$24.00) per day, no individual meal to cost over twelve dollars (\$12.00).

Actual and reasonable expenses will be allowed for lodging for County Board members, County officers, elected officials, department heads, employees and members of County commissions and committees, not to exceed seventy dollars (\$70.00), except in the event that County personnel are lodging at the convention site, in which case the full cost of lodging will be paid by Dodge County on the basis of a purchase order obtained in advance.

Conference registration and banquet expenses will be allowed.

Approval of the Executive Committee of the County Board is required before any employee may attend a meeting or function outside of Wisconsin for which expenses will be claimed.

All travel expense vouchers will be submitted to the Finance Department before being submitted to the Audit Committee. Failure to follow the rules will result in denial of expenses. Clearview employees' travel expense vouchers must be approved by the Department Head and submitted to Clearview Financial Services.

No County employee or officer, other than County Board members, will be reimbursed for travel or other expenses for attending meetings of a Committee of the Dodge County Board, unless their attendance at such Committee meeting or session of the County Board is requested by the Chairman of the Committee, such request being supported by the minutes in the Committee proceedings, unless the Chairman of the Dodge County Board of Supervisors has requested attendance at such Committee meetings or sessions of the Board of the Supervisors. This rule will not apply to persons required by Wisconsin Statutes to attend Committee or Board meetings.