

## **General Items or Expense:**

**Traffic Laws and Regulations:** Drivers and passengers are required to obey all traffic laws and regulations while traveling on county business, including the use of seatbelts.

**Parking:** Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. Receipts are required for reimbursement.

**Air Travel & Auto Rental.** The most economical means of transportation shall be used in all situations necessitating travel on county business. When specialized training or conferences require the use of air travel, airline tickets shall be purchased at the coach rate and purchased far enough in advance to achieve the lowest possible rate. Where travel necessitates the use of auto rental the most cost effective rental shall be selected.

**Questions:** If you have any questions, please contact your Supervisor, Department Head, County Clerk at 715-258-6200 or the HR Department at 715-258-6210. These policies are posted on the Waupaca County website at: [www.co.waupaca.wi.us](http://www.co.waupaca.wi.us)

Waupaca County Employees are our most valuable asset, please drive safely.



## **WAUPACA COUNTY TRAVEL POLICIES Approved: January 1, 2012**



*“Waupaca County...a destination people want to call home and a place where lifelong needs and desires are able to be nurtured and sustained.”*

## Attendance at Meetings

- (1) **General:** The purpose of this Policy is to establish an orderly procedure for the authorization of travel or attendance at meetings, conferences, or educational seminars, on behalf of Waupaca County and for the reimbursement of legitimate expenses incurred as a result of such attendance.
- (2) The intent of this Ordinance is that of restricting the reimbursement of travel expenses to only those items which are properly authorized and which are essential to the conduct of Waupaca County business or training off-site. As such, persons claiming reimbursement for travel expenses should make every reasonable effort to minimize the cost impact of their travel on behalf of Waupaca County.
- (3) **Approval. Budget Approval.** Adoption of the county budget constitutes approval of the department budget for known meetings, conferences and educational seminars as well as for the summarized cost estimate for other meetings, conferences, educational seminars and local travel. Attendance by employees and elected officials, other than County Board Supervisors, at meetings, conferences, or educational seminars that were not identified specifically at the time that the department budget was adopted will require Finance Committee approval.
- (4) **Expense Voucher Approval:** The Finance Director or his/her designee shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by employees & Elected Officials, other than County Board Supervisors. The Administrative Coordinator or Chair of the Board shall be responsible for reviewing and authorizing the reimbursement and payments submitted by the County Board of Supervisors.

## Expense Reimbursement

### Automobile Mileage Expense:

1. Employees shall be reimbursed for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head and/or committee of jurisdiction in order to be eligible for reimbursement. All requests for reimbursement are to be submitted routinely and shall not to be accumulated for reimbursement.

2. Employees authorized to drive for Waupaca County shall hold a valid driver's license and/or automobile insurance must be reported immediately to the Dept. Head and HR Department. Employees shall receive mileage reimbursement at the **current IRS rate per mile** for all authorized travel in their personal vehicle. Employees shall be required to complete a mileage reimbursement expense report before reimbursement will be made. Mileage reimbursement will only be made to those employees who have filed proof of insurance in the form of a certificate of insurance, or a copy of the declaration page indicating the amounts of coverage for liability and an expiration date with the HR Department for vehicles used while on County business. Per Wisconsin County Mutual Insurance Corporation personal automobile insurance shall be in the amount of:

\$100,000 per person;

\$300,000 per accident bodily injury;

\$100,000 combined single limit.

Due to the financial responsibility of the County over and above these amounts, employees who utilize their personal vehicle for county purposes are required to have this coverage as a minimum amount whether or not mileage reimbursement is required.

3. **Highway Department Employees.** The County will provide transportation for employees of the Highway Department from their regular winter shop to any other shop to which they may temporarily be assigned. In lieu of the foregoing, and to maximize savings and efficiency, management may direct employees to report to the shop closest to the worksite in their personal vehicles and reimburse them for mileage in excess of the distance to and from the winter shop at the prevailing IRS rate

**Meals:** Meals are allowed when employees are on county business out of Waupaca County. Original itemized receipts must accompany properly completed and signed forms in order to receive reimbursement up to amounts set by the Waupaca County Board. Current amount 2011 is \$34 per day. Expense limits are set by County Board resolution; however it is not the intent that employees should always spend the maximum allowed. No reimbursement shall be made for the cost of alcoholic beverages. No reimbursement will be made for the cost of meals/beverages for anyone other than county employees. Meals may be allowed in Waupaca County in special circumstances (training sessions, outing with clients, etc.), provided the supervisor approves of the meal. **Procurement cards shall not be used to purchase meals without prior approval of the Finance Director.** Form—Mileage & Meal reimbursement Expense Report.