

WINNEBAGO COUNTY BOARD OF SUPERVISORS

Per Diem, Mileage, Expenses



Per Diems, Mileage and Expenses

- Each Board Member shall be responsible for completing their expense sheet for per diems, mileage and other expenses.
- Such expense sheets must be submitted to the County Clerk's office, no later than the first Sunday of said month.
The sheets can be hand delivered or e-mailed to
CountyClerk@winnebagocountywi.gov.
- An electronic version of the Expense Sheet is available from the County Clerk's office. Please contact them if interested at 920-232-3430.

County Board and Committee Meetings

- County Board Business and Special Orders meetings count as a Full Day. (\$75.00)
- Committee meetings can be full days or half days.
- Half Day – One or more meetings totaling 4 hours or less (\$50.00)
- Full Day – Over 4 hours (\$75.00)
- Only one per diem for each day of service as a County Board Supervisor can be claimed. Two meetings totaling under 4 hours would constitute a half day. Two meetings over 4 hours would constitute a full day.
- All Board members shall be paid by electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that he or she does not own or possess a bank account so as to allow such electronic payment.

Name & Address		Winnebago County Supervisor's				Winnebago County Supervisor's									
Julie Barthels		Per Diem Report				Expense Report									
815 Jackson Street						Month		January		Year		2018			
Oshkosh, WI 54902		Per Diem				Expenses									
County Board or Committee Assignments		Date	Half Day	Full Day	Total Per Diem	Auto Miles	Rate	Lodging:	Meals			Description of Misc	Misc Exp.	Total Expense	
							0.545	Paid Receipts	Non-taxable	Taxable					
									Breakfast	Lunch	Dinner	Meals			
1	County Board	1/20/18			\$66.00	\$66.00	7	\$3.82						\$3.82	
2	Legislative	1/26/18			44.00		15	8.18						8.18	
3					-		-	-						-	
4					-		-	-						-	
5					-		-	-						-	
6					-		-	-						-	
7					-		-	-						-	
8					-		-	-						-	
9					-		-	-						-	
10					-		-	-						-	
11					-		-	-						-	
12					-		-	-						-	
13					-		-	-						-	
14					-		-	-						-	
		Totals			\$44.00	\$66.00	\$110.00	22	\$11.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.99
Unassigned or Other Meetings		Date	Half Day	Full Day	Total Per Diem	Auto Miles	Rate	Lodging:	Meals			Description of Misc	Misc Exp.	Total Expense	
									Non-taxable	Taxable					
15						\$0.00		\$0.00						\$0.00	
16					-		-	-						-	
17					-		-	-						-	
18					-		-	-						-	
19					-		-	-						-	
20					-		-	-						-	
21					-		-	-						-	
22					-		-	-						-	
23					-		-	-						-	
		Totals			\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Grand Total			\$44.00	\$66.00	\$110.00	22	\$11.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.99
												Less: Expense Advance	\$0.00		
												Net Amount	\$11.99		
Explanatory Remarks:															
I certify that this travel is in compliance with the Winnebago County Travel Policy															
County Board Chairman:					Certify the above is true and correct:					Certify the above is true and correct:					
Signature _____					Julie Barthels					Julie Barthels					
Date _____					1/17/2018					1/1/2018					
Signature _____					Date _____					Date _____					

SAMPLE

Assigned or Un-Assigned Meetings

- Supervisors are assigned to Committees, Commissions and Boards. Any County Board Member may attend, without voting privileges, any open or closed meeting of any County Board Committee, Board or Commission. The County Board Chairman can fill in for missing members at any meeting and has voting rights. In the absence of the County Board Chairman, the Vice-Chairman has the ability to vote.
- If you are a member of a Committee, Commission or Board, the meeting is considered assigned. If you are not a member of that Committee, Commission or Board, the meeting is considered un-assigned.
- In Winnebago County, Supervisors are limited to 30 days for service on committees, commissions or boards per year. If in excess of 30 days, it must be approved by the County Board. §59.13(2)(b)

Seminars and Conferences

- Advance approval is required for attendance at meetings, conferences or educational seminars.
- Supervisors need to complete a “Request to Attend Conference, Convention or Seminar” form to attend such meetings. This forms needs to be approved and signed by the County Board Chairman.
- A completed registration form for the conference or convention should be included with the “Request to Attend” form.

Request to Attend Form

REQUEST TO ATTEND
CONFERENCE, CONVENTION OR SEMINAR

Name of Supervisor: _____ Spouse/guest: _____

Name of conference, convention or seminar: _____

Date of event: _____ Location of event: _____

Registration cost: _____ Overnight accommodations required? Yes No

Date of Arrival _____ Date of Departure _____

Supervisor's Signature _____

I approve this supervisor's attendance at this event.

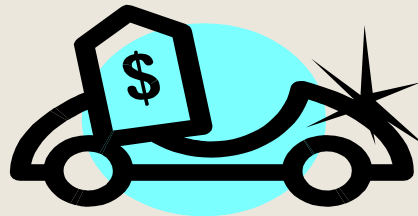
County Board Chairman _____

Registration submitted by County Clerk's Office on: _____

Registration cancelled at request of supervisor on: _____

Mileage Reimbursements & Insurance Requirements

- The maximum state mileage reimbursement rate is “.625” cents per mile effective **Jan. 1 to Dec. 31, 2022**.
- Supervisors are reimbursed for mileage to attend meetings. You will be reimbursed for round trip.
- If operating a privately-owned motor vehicle, Supervisors are required to provide proof of insurance. Minimum Automobile Liability Insurance Requirements: \$100,000.00 for each person for bodily injury; \$300,000.00 for each occurrence for bodily injury; \$50,000.00 for each occurrence for property damage.
- A Vehicle Usage Agreement needs to be filed with the Winnebago County Finance Department before any mileage reimbursements will be paid.



Lodging

- The County Clerk's office makes reservations for lodging for Supervisors to attend Conferences.
- The County will pay for rooms only. No reimbursement for incidentals such as movies, telephone calls, etc.
- Lodging costs will not be reimbursed for any site within 50 miles of the Winnebago County Courthouse unless approved in advance by the County Board Chairman.
- Porter services are reimbursable expenses under the County Ordinances.



Meals

- The following schedule consists of maximum reimbursable expenses for meals:
 - \$10.00 Breakfast
 - \$12.00 Lunch
 - \$23.00 Supper
- These are the allowable amounts that Winnebago County will reimburse for meals including tips. Meal costs that exceed these amounts may be approved by the authorizing agent provided they are reasonable for the location of the meeting. Submission of meal receipts is required for all meals.
- Persons attending meetings, conferences, or educational seminars that extend for a full day or a partial day may claim necessary meal expenses per meal as set forth herein. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.



Miscellaneous Expenses

- Miscellaneous expenses would include the following:
Parking Expense, Baggage Claim, Tips, etc.
- Receipts are required to be reimbursed for these expenses.
- Tips (other than meal tips), alcoholic beverages, barber or beautician costs, in-room movies, health club fees and all sundry items not specifically addressed in the County Ordinance book are not reimbursable.



Health Insurance and Dental Insurance

- Upon payment of premiums, Health and Dental Insurance is available for all Supervisors.
- Please contact the Human Resources – Benefit Specialist for more information.



Questions

- If you have any questions, please do not hesitate to contact the County Clerk's office or the County Board Chairman.
- Please keep current with your per diem sheets. One sheet per month.

