

Resolution No. 192

Date: July 31, 2007

**RESOLUTION TO REPEAL AND  
RECREATE RESOLUTION NO. 178,**

pertaining to payment of expenses of Town officials.

The Town Board of the Town of Delavan, Walworth County, Wisconsin, does hereby resolve as follows:

1. The following reimbursements and payments by the Town are to be authorized by the Town chairperson for all elected Town officials and department heads. All department heads may authorize their employees reimbursements provided they have been authorized through the budget process. The Town of Delavan will only reimburse authorized expenses as follows:

- a. Lodging- government rates shall be obtained where possible.
- b. Travel- travel expense to be reimbursed at the prevailing IRS rate.
- c. Meals- maximum of \$30.00 per day.

2. All lodging shall be arranged by the person authorizing the travel or through the Clerk's office. Mileage shall not be paid if using a Town vehicle. The Town shall not pay for any alcoholic beverages, nor for any traffic fines. On any and all receipts you must circle amounts due for reimbursements.

3. All seminars and meetings should be at the discretion of the person attending to utilize sound judgment as to location and expenses, subject to necessary approvals.

4. Before any arrangements are made or expenses incurred, approval must be authorized.

5. Requisition must be filled out presented to the proper person and be authorized and signed.

6. Any lodging, seminars or meetings shall be made through the Town office, payable with the Town's charge card when possible.

7. In any Town matter, including any travel event, no Town official may use his or her public position to obtain financial gain or anything of substantial value for his or her private benefit or that of his or her immediate family, as defined in Sec. 19.42 (7x), Stats., or any organization with which he or she is associated, as defined in Sec. 19.42 (2), Stats. Substantial value for the purposes of this resolution is \$25.00 or more.

8. For reimbursement, a Town of Delavan expense report must be submitted to the person who authorized the expense.

9. The Town Clerk shall provide a timely payment to the official or employee if all paperwork is signed and submitted. The Town of Delavan shall not make reimbursements for expenses that do not follow this procedure.

ADOPTED THIS 17 Day of July 2007.

7-31-07  
Date

Wayne R. Pofari  
Town Chairman

7-31-07  
Date

[Signature]  
Supervisor

7-31-07  
Date

Franklin B. Jones  
Supervisor

7-31-07  
Date

Kay Franzen  
Supervisor

08/14/07  
Date

[Signature]  
Supervisor

Attest: Dixie Bernstein  
Dixie Bernstein, Town Clerk