

RESOLUTION NO. 94

WHEREAS, the Town Board of the Town of Delavan, Walworth County, Wisconsin, is desirous of adopting a policy governing what is to be reimbursed as the expenses of Town officials; and

WHEREAS, said Town Board believes that this policy should be uniform in its application.

NOW, THEREFORE, be it resolved that the Town Board of the Town of Delavan does hereby adopt the following policy regarding expenses incurred by Town of Delavan officials.

**1. PURPOSE**

The Town of Delavan, realizing that officials and employees incur expenses while on official business, does set forth this official policy to reimburse those expenses deemed necessary and reasonable.

**2. APPLICABILITY**

This policy shall be applicable to all Town of Delavan officials; elected, appointed or hourly; full time, part time or seasonal.

**3. ALLOWED EXPENSES**

The following expenses are allowed for repayment:

A. Cost of transportation to and from conferences and meetings. Mileage for privately owned vehicle travel will be computed at the current IRS rate. To be submitted upon completion of travel.

B. Privately owned vehicle mileage accrued ~~on~~ during the exercise of official business of the Town of Delavan. Said expenses shall be submitted at the end of every month.

C. Single room lodging expenses for only authorized town officials and employees. (Receipt must be submitted).

D. Cost of meals and incidental expenses shall not be less than twenty five (\$25) dollars per day. Any adjustments shall be approved by the Town Board.

E. Costs of conference fees and materials. (Receipt must be submitted).

4. PROCEDURES


Official travel expenses shall be submitted with all receipts (where necessary) to the Town Treasurer for payment. Checks shall be issued at the end of every month.

Adopted this 18th day of July, 1995.

  
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Wayne Polzin  
Town of Delavan Chairman

Attest:

(SEAL)

  
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Patricia Kohler  
Town of Delavan Clerk