

## Resolution # 6-2009

The Town Board of the Town of Delavan, Walworth County, Wisconsin, by this resolution, adopted on proper notice with a quorum and by a roll call vote by a majority of the Town Board present and voting resolves and orders as follows:

The following reimbursements and payment by the Town are authorized for elected and appointed Town Officers and employees for the following: travel, meals, lodging and all other expenses authorized and incurred by these officers and employees in their duties for the town. The rates for lodging, meals, travel costs and expenses that will be authorized for any travel event are as follows:

### RATES

1. Vehicle mileage within Walworth County: \$0.00
2. Vehicle travel mileage outside Walworth County: Federal Standard Rate *based on trip which starts at Town Hall and ends at Town Hall.*
3. Total maximum meal costs/day outside of the Town: Reimbursement for *actual costs* not to exceed \$35.00 with receipts (excluding alcoholic beverages).
4. Total maximum lodging costs/day outside the town: Arranged by Town Clerk and preauthorized by department supervisor or in the case of an elected official by the Town Board.
5. Other costs and expenses specifically authorized by the department supervisor or in the case of an elected official by the Town Board prior to the travel event.

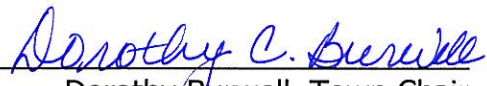
The Town of Delavan will not reimburse or pay any costs or expenses for meals, lodging, and travel to any Town Officer or employee unless the Town Chair, or Supervisor, has approved in writing, in advance, the expenses and costs prior to these costs and expenses being incurred by the officer or employee.

Elected Officials desiring to attend training or seminars at a location closest to the Town of Delavan may do so with authorization of the Town Chair and will be reimbursed as described herein. Elected officials desiring to attend an identical training or seminar given at a location which is a greater distance from the Town of Delavan may only attend with approval of the full Town Board.

Under § 19.59, Wis. Stats., no "local official," as defined in § 19.42 (7x), Wis. Stats., in any town action, including any travel event, 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 § 19.42 (7), Wis. Stats., or for any organization with which he or she is associated, as defined in § 19.42 (2), Wis. Stats. Substantial value for purposes of this resolution is \$25.00 or more.

Upon submission of a properly completed "Town of Delavan Expense Report" and written proof of payment by a Town official or employee for authorized travel costs and expenses, submitted within 14 days of the event or expense, the Town Clerk shall provide a timely payment to the official or employee.

Adopted this 21<sup>st</sup> day of July, 2009

  
Dorothy Burwell, Town Chair

Ayes 5 Noes 0

Attest:   
Dixie C. Bernsteen, Town Clerk

## **TOWN OF DELAVAN EXPENSE REPORT PROCEDURE**

1. All authorized expenses for employees and officials must be submitted with a copy of the authorization, dated expense receipts, and a fully completed "Town of Delavan Expense Report."
2. Meals will be reimbursed up to \$35.00 a day for approved town business, schools, and seminars. Each meal must have a receipt showing the exact amount paid. Alcoholic beverages will not be an approved expense. Each receipt must be dated. Please make copies for your records and turn in the original receipt.
3. All employee expense reports require the approval signature of the immediate Supervisor. Expense reports from Town Officials require the approval signature of the Town Chair. All expense reports will then be submitted to the Town Treasurer for verification of available funds and an approval signature.
4. All day parking in a garage will require a dated receipt. If meter parking is used, enter the amount on the expense report with a brief description.
5. Mileage will be reimbursed at the federal standard for mileage. (Check with town Clerk for current rate). All trip miles must be reported on the expense report. Mileage is only reimbursed when a personal vehicle is used. If using a town owned vehicle, please fill the gas tank from the town pumps. If gas has to be purchased from a regular filling station, then only the actual amount will be reimbursed with a receipt.