

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
August 2021
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 21-08-04

A RESOLUTION TO AMEND POLICY NO. 108 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – TRAVEL, MEALS AND LODGING

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any addition and/or amendments to the Employee Handbook; and,

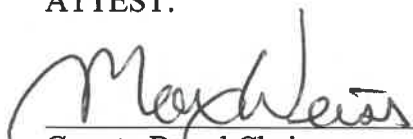
WHEREAS, the Human Resource Committee has recommended to increase the meal reimbursement limits which are established in policy 108. The revised meal reimbursement recommendations are breakfast (~~\$10.00~~); lunch (~~\$12.00~~); and dinner (\$20.00). These new meal limits are comparable to the current State of Wisconsin employee meal reimbursement rates.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 108 TRAVEL, MEALS AND LODGING to the Buffalo County Handbook effective on January 1, 2022, as the new rates will be used in the 2022 budgeting process. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 23 day of August, 2021.


County Clerk

ATTEST:


County Board Chairperson

Respectfully Submitted:

Human Resources Committee


Larry Grisen


Mary Anne McMillan Urell


Donald A. Hillert


Nathan Nelson


Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021 Budget
2022 Budget

None
None

POLICY 108. TRAVEL, MEALS AND LODGING

1. **Purpose:** To establish a uniform system for determining county responsibility for expenses incurred by employees while performing official county business.
2. **Policy:**
 - 2.1 Business activities, trips and travel are inclusive to Buffalo County employees.
 - 2.2 No family, friends or others will be allowed to accompany employees during county sponsored activities including travel to/from: trainings, meetings, seminars, conventions, etc.
 - 2.3 Special consideration may be granted upon approval from the Department Manager and the County Administrative Coordinator or Buffalo County Board Chair. Exceptions may be allowed for other government employees to encourage collaboration with other agencies or counties to reduce overall expenses to the County.
 - 2.4 Department Managers will determine departmental travel and training needs and authorize expenditures. Department Manager shall notify the County Administrative Coordinator if the employee's travel and training is beyond the adjoining states to Wisconsin.
3. **Lodging:**
 - 3.1 When overnight lodging is necessary to carry out the business of the County, the cost of such lodging will be paid by the County utilizing the maximum "State Rate" for Wisconsin or if traveling outside of the State of Wisconsin, the rate established by their state.
 - 3.2 Prior approval is required by the Department Manager.
 - 3.3 Lodging expense will be eligible based on distance away from "home" or the County Courthouse. The destination should be a minimum distance of 50 miles (one way).
 - 3.4 Additional evening stay with approval by the Department Manager may be authorized if the commute time home is greater than three (3) hours and anticipated "home arrival" should be after 9:00 PM or scheduled end of conference is after 6:00 PM. Hospitality activities are not included.

Policy 108. MEALS, TRAVEL AND LODGING

Effective Date: May 31, 2015
Revised Date: January 1, 2022

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3.5 Sales tax exemption status should always be claimed.

4. Meal Reimbursement:

4.1 Employees are expected to utilize meeting meals and hotel breakfasts as provided.

4.2 The County will reimburse an employee for meals at the following rates:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$20.00

4.3 Maximum gratuity allowed will be based on 15% of meal and is part of the maximum allowable reimbursement rate.

4.4 Employees are eligible for reimbursement for “morning” or “evening” meals when traveling outside of Buffalo County and occurring outside two hours of their normal work shift, (i.e. for a normal day shift – leaving home before 6:00 AM or arriving home after 6:30 PM.)

4.5 Lunch meals will be reimbursed when in route outside of the County as they would normally occur during a scheduled shift period leaving the courthouse before 10:00 AM and returning to the courthouse after 2:30 PM.

4.6 Elapsed time between reimbursable meals should not be less than four (4) hours.

4.7 Department Managers may grant exceptions on a case-by-case basis and expense is within their department budget.

5. Mileage Reimbursement:

5.1 The County shall reimburse an employee for necessary and reasonable travel for use of personal vehicle(s) for work purposes. Use of the county fleet vehicles are encouraged whenever possible.

5.2 Mileage reimbursement will be paid at the established rate per mile by the Buffalo County Finance Committee.

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- 5.3 When the workday begins or ends at a location other than Alma, only differential mileage will be paid.
- 5.4 Proof of vehicle insurance is required to be on file in the County Administration Office to receive the current established mileage reimbursement rate.
- 5.5 The alternative mileage reimbursement rate is \$.26 per mile when proof of insurance is not on file.
- 5.6 Vehicle mileage is not reimbursable for entertainment purposes.
- 5.7 Reimbursement for vehicle mileage for meals will be logged with destination and will be paid within five (5) miles of an event.
- 5.8 Mileage shall be detailed on STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO which is available on the Employee Intranet signed by the employee and approved by the Department Manager or designee.

6. Receipts:

- 6.1 Receipts are required for reimbursement and allocation of expenses as defined by the Internal Revenue Service (IRS). Valid receipts will normally include the following:
 - Name of Store/Restaurant/Hotel, etc. (handwritten if not machine generated)
 - Date of Purchase
 - Description of Purchase
 - Total Cost
 - Purchasers signed name
- 6.2 Failure to provide valid receipts may affect reimbursement amount or the use of account issued credit card.
- 6.3 Allowable expenses shall be detailed on STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO which is available on the Employee Intranet signed by the employee and approved by the Department Manager or designee.

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7. County Issued Credit Cards:

- 7.1 Some departments have authorized county issued credit cards. Department Managers with county issued credit cards will develop department policy to allow for proper allocation and approval of expenses.
- 7.2 Department Managers needing an emergency expenditure requiring the Use of a county issued credit card shall work with the County Administrative Coordinator or his/her designee.
- 7.3 Receipts are always to be attached.
- 7.4 There should not be any purchase of personal items on a county issued credit card.

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