

**RESOLUTION AUTHORIZING AND ESTABLISHING AN ACCOUNTABLE PLAN FOR TRAVEL
EXPENSE AND COST REIMBURSEMENT FOR TOWN OFFICIALS AND EMPLOYEES**

The Town Board of the Town of Richford, Waushara County, Wisconsin, by this resolution pursuant to s. 60.321 Wis. Stats., adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

Reimbursement by the town is authorized for elected and appointed town officers and employees for the following travel, meals, and lodging costs and expenses authorized and incurred by these officers and employees in their duties for the town. The rates and the lodging, meal, and travel costs and expenses authorized for any travel event are as follows:

RATES

The Town of Richford will not reimburse or pay any costs or expenses for meals, travel, and lodging for reimbursement or payment for any town officer or employee, except the following costs and expenses:

1. Travel incurred for conferences, meetings, educational related sessions, financial institution business, and mercantile related business reimbursed at the current IRS rate.
2. Meals per diem allowance for conferences, meetings, educational related sessions when travel involves less than twelve (12) hours out of Town, meals may only be reimbursed to the maximum limit and only with an original receipt. Per diem will not be paid when a conference, meeting, or educational related session includes a meal or meals in the registration fees.
 - Breakfast up to \$12.00 provided officer/employee is required to leave home/work prior to 6AM.
 - Lunch up to \$14.00 provided officer/employee is required to leave home/work before 10:30AM and return after 1:30PM.
 - Dinner up to \$24.00 provided officer/employee is required to leave home/work area before 3PM and return after 8PM.
3. Lodging for conferences, meetings, educational related sessions will be reimbursed at actual cost for a standard single room at the conference hotel or, if no conference hotel, a hotel at a reasonable rate for that community. Officer/employee shall observe hotel checkout hours. Lodging expenses must be supported by the original receipt.
4. Registration costs for conferences, meetings, educational related sessions incurred by an officer in cases whereas permission to attend has been approved, but timing is not sufficient to have the town draft a check.

*STATE OF WISCONSIN
Town of Richford
Waushara County*

Under s. 19.59, Wis. stats., no “local public official,” as defined s. 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 s. 19.42 (7), Wis. stats., or for any organization with which he or she is associated, as defined in s. 19.42 (2), Wis. stats. Substantial value for purposes of this resolution is \$10.00 or more.

Upon proper written proof of payment timely submitted to the town clerk by a town officer or employee for authorized travel costs and expenses, or upon a sworn affidavit by the officer or employee timely submitted to the town clerk demonstrating the specific travel costs and expenses incurred by the officer or employee, the town shall provide, by the town clerk, timely payment to the officer or employee. Such written proof or sworn affidavit by the town officer or employee shall be submitted to the town clerk in writing within 45-days of the costs or expenses being incurred. The town shall not be required to make payment or reimbursement for expenses or costs not timely received as determined by the town board or its designees.

The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. stats.

Adopted January 3, 2018.