

ARTICLE IX - TRAINING, TRAVEL AND MEAL EXPENSE POLICY

The purpose of this policy is to establish uniform standards covering all City employees regarding training, travel, and meal expense reimbursement.

1. Automobile Expenses. The City shall reimburse allowable mileage expense at the ~~current~~ rate per mile set by the Mayor, which shall not exceed the current Internal Revenue Service rate, for all miles traveled while on City business. Eligible mileage expense shall be for the most direct route possible. Employees shall not be reimbursed for miles traveled between their residence and their normal work location.

Reimbursement for mileage for using personal vehicles will only be allowed if the claimant has filed with his/her Department Head or with the Comptroller in the event the claimant is a Department Head, Mayor or Alderman, a current declaration sheet showing that the claimant has automobile insurance on their personal vehicle in at least the following amounts:

\$100,000/person
300,000/incident
50,000/property damage.

The claimant is responsible to make sure that this filing is kept current at all times.

No reimbursement will be made to any employee who uses his/her personal vehicle when a City-owned vehicle in working condition is assigned to that employee's Department and made available to the employee by his/her supervisor.

2. Lodging Expense. Overnight lodging expenses, at single room rates where possible, are allowable. Lodging costs are not reimbursable where the lodging is within 40 miles of the City of Menasha unless specifically approved in advance by the Mayor. Receipts are required when requesting lodging reimbursement. Only direct lodging costs are eligible for reimbursement. Personal long distance telephone calls to their home will be eligible for reimbursement not to exceed \$5.00 per night stay on City business.

In order to be reimbursed for lodging expenses the night prior to the meeting, conference, or seminar, the site must be at least 40 miles from the City of Menasha and the starting time of the event must be no later than 9:00 a.m. Exceptions to this provision must be authorized in advance by the Mayor.

2. Meal Expenses. While on City business outside the Fox Cities area, employees may be reimbursed for meals based upon the following schedule:

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

The above reimbursements are maximums per meal, including tip, and may not be reimbursed without receipts. If meals are included in the registration fee, the City will not pay the cost of both. The Fox Cities area includes: Appleton, Combined Locks, Greenville, Kaukauna, Kimberly, Little Chute, Menasha, Neenah and the towns of Buchanan, Grand Chute, Menasha and Neenah. **~~Each Department Head may impose a rule requiring employees within the department to submit receipts.~~** Occasionally, ~~City business may require the employee to attend meetings at a location where the above amounts are insufficient. In those instances, reimbursement will be made for the actual cost of the meal with a receipt and with Mayoral approval.~~ Exceptions to this provision may be authorized by the Mayor upon extenuating circumstances.

~~When travel includes an overnight stay, an employee may claim \$38/day to be used for all meals at the employee's discretion. If the employee elects this amount, no additional claim may be made, no matter what the actual cost of the meal is. If the cost of the conference includes one or more meals, or the meal is otherwise provided, an employee may not elect the daily aggregate.~~

3. Registration Fees. Registration fees must either be prepaid through the Finance Department or are reimbursable upon proof of payment after the event.
4. Miscellaneous Expenses. Alcoholic beverages are not eligible for reimbursement. Incidental expenses such as taxi fares, City-business-related telephone charges, automobile rental, etc., are reimbursable. Where possible, receipts are to be provided.
5. Aldermen. Council members will receive the current mileage rate for use of private automobile for authorized City business. Sixty Dollars (\$60.00) per diem will be paid for the following meetings: League of Wisconsin Municipalities, Alliance of Cities, any seminar outside the Corporate limits, depositions and Court appearances as a result of City litigation, and Collective Bargaining Agreement negotiating sessions exceeding four hours. Other expense allowance for travel and lodging will be reimbursed pursuant to City policy.