CITY OF MENASHA TRAVEL EXPENSE REPORT

MILEAGE - $0.50/MILE - Eff. 1/1/13
MEALS - - SEE INSTRUCTIONS*

LODGING - - - - - - - - - - - - - - ATTACH RECEIPTS
COMMERCIAL TRANSPORT - ATTACH RECEIPTS

NAME	MONTH COVERED	DATE

DAY	PURPOSE OF TRIP	MILEAGE #	MILEAGE $	MEALS B	MEALS L	MEALS D	OTHER EXPENSES	TOTAL EXPENSES
GRAND TOTAL - MILEAGE						GRAND TOTAL - EXPENSES		

EMPLOYEE SIGNATURE	MAYOR APPROVAL	SUBTRACT TRAVEL ADVANCE	( )
DEPARTMENT HEAD APPROVAL	**ACCOUNT NUMBER**	BALANCE DUE EMPLOYEE/CITY	

REVISED 1/1/13

*INSTRUCTIONS ON BACK OF FORM

CITY OF MENASHA EXPENSE REPORT INSTRUCTIONS

1) The current **MILEAGE** reimbursement rate is $0.50/mile which is to reimburse the employee for the cost of gasoline, maintenance, repair and insurance while on City business. The City's automobile liability coverage applies when an employee is using his/her personal automobile for City business, but then only in an excess capacity over the employee's personal insurance policy, provided the employee was authorized to use his/her automobile for City business purposes. The employee's personal automobile insurance is the primary coverage in any incident which might occur while the employee is using his/her vehicle for City business purposes. List both # of miles and expense in columns on forms. Mileage reimbursement will be based upon the lower of the employee's mileage or the State of Wisconsin Official Highway Map mileage table whenever a dispute arises.

2) **MEAL EXPENSES:** Breakfast – eight ($8) dollars, Lunch – ten ($10) dollars and Dinner – twenty ($20) dollars outside the Fox Cities area. 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. Breakfast will be reimbursed if the trip commences prior to 7:00 A.M. and dinner will be reimbursed if the trip is completed after 8:00 P.M. The dollar amounts listed are maximums allowed per meal, including tax and tip. When traveling outside the State of Wisconsin on City business, the meal expense allowance of thirty eight ($38) dollars per day may not be sufficient. In that event, reasonable meal allowances in excess of the forgoing guidelines will be reimbursed with meal receipts.

3) **RECEIPTS FOR LODGING, COMMERCIAL TRANSPORT,** and for items of seventy-five ($75) dollars or more must be attached, by Federal Regulations. If the meeting/seminar/conference is further than forty (40) miles from the City of Menasha, lodging will be allowed for the evening before the meeting/seminar/conference if the event starts no later than 9:00 A.M. Lodging will not be reimbursed for meetings/seminars/conferences that are less than forty (40) miles from the City of Menasha unless authorized in advance by the Mayor. Accommodations should be similar to what the employee would occupy if he/she were on a personal trip and should be reasonably convenient to the place where the business is to be transacted. Single rooms, when possible, are expected to be utilized.

4) **PERIOD COVERED** may be one (1) day to one (1) month. Submit reports no later than the Friday of the first full calendar week of each month for the preceding calendar month's expense. **EXPENSE REPORT FORMS SUBMITTED MORE THAN TWO (2) MONTHS LATE WILL NOT BE APPROVED FOR PAYMENT UNDER ANY CIRCUMSTANCES.**

5) **PURPOSE OF TRIP** – explain business purpose.

6) **OTHER EXPENSES** – Registration, lodging, parking, dues, airline tickets, etc. Include costs which may have already been prepaid in order to reflect the true cost of the business trip.

7) **TOTAL EXPENSES** – Total for day including meals and mileage.

8) **GRAND TOTAL** – Show total miles and total expenses for period covered.

9) **SUBTRACT TRAVEL ADVANCES** – Clear all travel advances at the end of each trip. Travel advances include monetary advances, prepaid lodging, prepaid commercial transportation or prepaid registration fees. No additional travel advances will be allowed until the previous travel advance has been satisfactorily reported and accounted for.

10) Any **BALANCE DUE** to the City shall accompany the expense report in the form of cash or personal check.

11) Deduct personal expenses from receipts and show only net amount in expense section of report. Current City Policy does not allow for reimbursement of expenses incurred by the spouse of an employee accompanying him/her on a business trip.

12) Submit all expense forms to your **DEPARTMENT HEAD** and then to the **MAYOR.**

13) Current City Policy requires notification, in writing, to the Administration Committee, of any business trips, listed in the City Budget, which are of longer duration than one (1) day and/or involve overnight lodging. It is required that non-specific budgeted functions, including out of state conventions or seminars, require Mayor/Council approval prior to making attendance arrangements. **NOTE DATE OF MAYOR/COUNCIL APPROVAL ON THIS LINE** _____.

14) **TELEPHONE – DEPARTMENT HEADS** are expected to call the office daily when out of town on business and to contact both their secretary and the Mayor's office to handle any questions/problems which may arise during their absence. Personal long distance telephone calls to your home not exceeding five ($5) dollars per night stay on City business are eligible for reimbursement.