



AGENDA

Eau Claire County
Committee on Human Resources

Date: May 16, 2023

Time: 6:30 p.m.

Location:

721 Oxford Ave, Eau Claire, WI • Room 3312

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mf18285fd2dc14f1fc134129dc352c68b>

Join by phone:

Dial in: 415-655-0001 Access Code: 2595 981 8286

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Policy 513: Travel and Expense Reimbursement (Update/Review) – **Discussion/Action**
5. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6745 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

FACT SHEET

TO FILE NO. 23-24/011

Background: A review of County policy 513 found that the language in section 11.1, 11.2, and 11.3 should be updated to be better reflective of current Eau Claire County practices. During that review, it was discovered other counties follow the US General Services Administration (GSA) meal per diem amounts. Following these amount guidelines allows for updated amounts for meal per diem and mileage reimbursement to take place on a fiscal year basis and provide reimbursement consistent with surrounding counties. This resolution increases the amount of meal per diem reimbursement effective on July 1, 2023, to utilize the US General Services Administration meal per diem amounts for meal reimbursement and continue to follow the IRS guidelines for mileage reimbursement.

Fiscal Impact: Elements of employee expense reporting are not tracked in the general ledger. Departments would need to cover the cost of the increase within their existing 2023 budget.

Respectfully Submitted,

Brittany Buhrow
Human Resources Advisor

2
3 AMENDING SECTIONS 11.1, 11.2, AND 11.3 OF HUMAN RESOURCES POLICY 513 TO UTILIZE
4 THE US GENERAL SERVICES ADMINISTRATION (GSA) MEAL PER DIEM AMOUNTS
5 EFFECTIVE JULY 1, 2023 FOR TRAVEL AND REIMBURSEMENT PURPOSES
6

7 WHEREAS, through a review of Eau Claire County policy 513 the language in section 11.1 and 11.2
8 should be updated to be better reflective of current Eau Claire County practices; and
9

10 WHEREAS, the review indicated other counties follow the US General Services Administration (GSA)
11 meal per diem amounts for meal reimbursement; and
12

13 WHEREAS, following GSA guidelines allows for updated amounts for meal per diem and following
14 IRS mileage reimbursement to take place on a fiscal year basis and provide reimbursement consistent with
15 surrounding counties; and
16

17 WHEREAS, this resolution increases the amount of meal per diem to utilize the US General Services
18 Administration meal per diem amounts for meal reimbursement and continue to follow the IRS guidelines
19 for mileage reimbursement effective July 1, 2023; and
20

21 WHEREAS, at present, the current meal reimbursement amounts are \$8 breakfast, \$10 lunch, \$20
22 dinner, for a daily total of \$38 and the current 2023 GSA meal reimbursement rates are \$13 breakfast, \$15
23 lunch, \$26 dinner, for a daily total of \$54; and
24

25 WHEREAS, the fiscal impact of this change would be covered within the County Departments' 2023
26 budgets; and
27

28 WHEREAS, the proposed changes to Policy 513 are attached and incorporated into this resolution.
29

30 NOW, THEREFORE BE IT RESOLVED, the Eau Claire County Board of Supervisors hereby
31 approves following GSA guidelines for meal per diem reimbursement and continuing to follow IRS
32 guidelines for mileage reimbursement as contained in Policy 513. Rates are updated annually and will be
33 effective July 1, 2023; and
34

35 ENACTED:

36 Alba Nye
37 Jane Hoot
38 Patricia
39 Katherine Schneider (SK)
40
41
42
43
44

45 Human Resources Committee

Finance and Budget Committee

46 Dated this 3 day of May, 2023.

46 Dated this 13th day of May, 2023.

47 Vote: 4 Aye 0 Nay

47 Vote: 4 Aye 1 Nay

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

1. **Purpose.** To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.
2. Definitions.
 - 2.1 Authorizing party. The county administrator with respect to department heads; the department heads with respect to subordinate employees; and the chair of the board with respect to county supervisors, the county administrator and public officials other than officers.
 - 2.2 Budgeted. Appropriated by the county board or otherwise allocated in accord with Chapter 4.04 of the County Code.
 - 2.3 Person. All public officials and employees of the county.
 - 2.4 Vehicles. All motor drive surface forms of transportation.
3. Personal Automobile Insurance.
 - 3.1 All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000. The employee will provide their department head annually with documentation verifying such insurance amounts.
4. General Travel Policy.
 - 4.1 Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties.
 - 4.2 Use of public transportation is encouraged.
 - 4.3 Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
 - 4.4 Department heads and the County Administrator will determine departmental travel and training needs and authorize expenditures.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

Effective Date: January 1, 2012

Revised Date: November 2013; January 27, 2016; April 13, 2018

Eau Claire County
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5. Out-of state travel.
 - 5.1 All out-of-state travel beyond 175 miles from the boundary of the City of Eau Claire at county expense must have the prior approval of the county administrator. Persons will submit a request for out-of-state travel to the county administrator as far in advance of the time of travel as possible.
6. Travel Costs.
 - 6.1 The person's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed.
 - 6.2 The maximum amount reimbursed will be the lesser of the commercial alternative rate and the vehicle mileage reimbursement amount.
7. Hotel/Motel Registration.
 - 7.1 When registering in hotels or motels or signing for any official purposes, persons will use their business address.
8. Lodging Expense.
 - 8.1 The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.
 - 8.2 Lodging at convention, seminar, or meeting sites will be fully paid for by the County. For travel needs other than those listed, the maximum permitted amount for lodging for all in-state travel will equal the state rate and will be automatically adjusted each time the state rate is adjusted.
 - 8.3 All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
9. State or third party reimbursements.
 - 9.1 Employees being reimbursed for travel expenses from a third party will not be reimbursed by the County.

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

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10. Private Vehicle Mileage Allowance.

- 10.1 The mileage allowance for use of private vehicles will equal the IRS rate and will be adjusted annually.
- 10.2 Mileage between the employee's residence and place of employment will not be paid.
- 10.3 Incentive payments for carpooling will be provided for drivers who carpool. The official incentive payment will be an additional 2¢ per mile for each additional person on Eau Claire County business using a private vehicle.
 - 10.3.1 When incentive payments are made, the total mileage expense will be charged in equal shares against the appropriate departmental accounts of the persons on travel status.

11. Meals.

- 11.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar and a meal is not provided.
- 11.2 The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.
 - ~~11.2.1 Breakfast. Maximum of \$13 for trips requiring the employee to leave before 6:00 a.m.~~
 - ~~11.2.2 Lunch. Maximum of \$15 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.~~
 - ~~11.2.3 Dinner. Maximum of \$26 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.~~
 - ~~11.2.4 Maximum daily total of \$54.~~
- 11.3 The meal per diem reimbursement will equal the GSA Wisconsin rate and will be adjusted annually. The link to the GSA Wisconsin rate with the current information can be found here at the bottom of the page following the standard rate. https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&fiscal_year=2023&city=&state=WI&zip=

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- 11.3.1 Itemized receipts are required for all meal reimbursement requests.
- 11.3.2 No reimbursement will be made for the cost and tip on alcoholic beverages.
- 11.3.3 If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.

12. Claiming Reimbursement of Authorized Expenditures.

- 12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

13. Appendices.

- 13.1 Travel/Expense Reimbursement Form (Appendix 513 A)

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