

2019 OA-008

AMENDING CHAPTER 20 OF THE DANE COUNTY CODE OF ORDINANCES,
AMENDING THE EXPENSE ACCOUNT ORDINANCE

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 20.02 is amended to read as follows:

PURPOSE. The purpose of this ordinance is to codify the rules and regulations relating to reimbursement of travel expenses incurred by members of the Dane County Board of Supervisors, other elected officials of Dane County, employees of Dane County, and volunteers in Dane County service in connection with attendance at conferences, conventions, meetings and seminars, or in the course of their normal duties.

ARTICLE 3. Sections 20.07(2) and (5) are amended to read as follows:

(2) *Committee* shall mean the Personnel and Finance Committee of the Dane County Board of Supervisors.

(5) *Person* shall include members of the Dane County Board of Supervisors, other elected officials of Dane County, employees of Dane County, unpaid interns and volunteers of Dane County service.

ARTICLE 4. Section 20.08 is amended to read as follows:

REPORTING REQUIRED. All claims for reimbursement of expenses shall be made on such forms as the committee Controller may from time to time designate. Except for claims under five (5) dollars and termination vouchers, claims for reimbursement shall be submitted on a monthly basis. Claims must be submitted within 60 days of travel or the Person will forfeit reimbursement.

ARTICLE 5. Section 20.08(1) is deleted in its entirety:

~~(1) Department heads shall maintain a report of training requests approved and denied and associated costs to be presented annually to, or at the request of, the department's oversight committee and the Personnel & Finance Committee.~~

ARTICLE 6. Sections 20.09 (1), (2), and (4) are amended and (6) is created to read as follows:

PRIOR AUTHORIZATION REQUIRED.

(1) No elected official or employee shall incur or be reimbursed for expenses ~~incurred~~ in connection with attendance at any conference, convention, meeting or seminar, except with ~~prior~~ written approval of his or her department head via

45 approval of a Conference and Training Request Form.

46 (2) No member of the Dane County Board of Supervisors or any volunteer of
47 Dane County service shall be reimbursed for expenses incurred in connection with
48 attendance at any conference, convention, meeting or seminar, except with ~~prior~~
49 written approval of the county board chairperson via approval of a Conference and
50 Training Request Form.

51 (4) PSE, LTE, provisional employees and other employees having only
52 temporary or part-time status shall not be reimbursed for expenses incurred in
53 connection with attendance at any conference, convention, meeting or seminar,
54 except with ~~prior~~-written approval of his or her department head via approval of a
55 Conference and Training Request Form.

56 (6) A Conference and Training Request Form is not required for fees for
57 webinars or for other online training. Such fees should be paid using a county
58 procurement card.

59
60 ARTICLE 7. Sections 20.11(1)(a), (5) and (8)(a) are amended to read as follows:

61 **REIMBURSEMENT FOR TRAVEL EXPENSES.**

62 (1) Except as otherwise provided in resolutions or union contracts, mileage
63 shall be reimbursed at the current rate established by the Internal Revenue
64 Service of 20 cents per mile when a motorized vehicle is being used or at 4 cents
65 per mile if a bicycle is used.

66 (a) Notwithstanding any other provisions of county ordinances, the rate of
67 mileage reimbursement for use of personal motor vehicles by county board
68 supervisors, members of administrative agencies and members of special
69 purpose committees, when mileage is provided for, shall be at the current rate
70 established by the Internal Revenue Service. ~~latest rate established for county~~
71 ~~managers.~~

72 (5) Employees shall not be reimbursed for travel expenses incurred in
73 connection with attendance at any board meeting, any board committee meeting
74 or any agency meeting unless specifically required to attend by a member thereof
75 or authorized by the department head. Reimbursement shall be subject to
76 disapproval by the ~~finance c~~Committee.

77 (8)(a) Parking charges ~~incurred outside Dane County~~ and all toll charges shall
78 be reimbursed in full.

79
80 ARTICLE 8. Section 20.12 is amended to read as follows:

81 **PUBLIC TRANSPORTATION.**

82 (1) ~~Persons planning a trip by public transportation should attempt to first obtain~~
83 ~~a purchase order from the purchasing agent in order to prepay costs.~~

84 (2) ~~When time or other circumstances do not permit prepayment and the~~
85 ~~expense is paid by the person directly, the cost of public transportation shall be~~
86 ~~reimbursed by the county under the normal claims procedure.~~ Costs for public
87 transportation such as bus or airline fares should be paid using a county
88 procurement card and must be accompanied by an original receipt.

89 ~~(3)~~—**(2)** Reasonable taxi fare or ride share service costs, incurred outside
90 Dane County, shall be reimbursed.

91
92 ARTICLE 9. Sections 20.13(2) and (4) are amended to read as follows:

93 **HOTEL AND MOTEL EXPENSES.**

94 **(1)** Reasonable lodging expenses shall be reimbursed only if incurred outside
95 Dane County and if receipts accompany the claim for reimbursement.

96 **(2)** Lodging expenses ~~may also be paid by purchase order if directly billed by~~
97 ~~the hotel or motel~~ should be paid using a county procurement card whenever
98 possible.

99 **(3)** As used in this section, *lodging expenses* means the actual cost of a room,
100 including taxes applicable to the room rental. *Lodging expenses* do not include
101 the costs of personal conveniences including, but not limited to, personal
102 telephone calls, video rentals, room service and restaurant charges.

103 **(4)** The Emergency Management Director, with approval of the County
104 Executive, may authorize reasonable lodging expenses within Dane County for
105 employees required to staff the emergency operations center.

106
107 ARTICLE 10. Section 20.14 is amended and renumbered to read as follows:

108 **MEALS.**

109 **(1)** Except as provided in section 20.14(2) and (3), meals shall be reimbursed
110 on the following schedule:

111 (a) Breakfast.....	\$6.408.00
112 (b) Lunch (noon).....	\$7.2010.00
113 (c) Dinner (evening).....	\$15.0020.00

114 **(2)** Employees shall not be reimbursed for the cost of meals taken within Dane
115 County unless that cost is incurred in connection with attendance at a conference
116 or convention of the particular employee's department which has been approved
117 by the appointing authority. A conference or convention is defined as a regional
118 meeting for which there is a registration fee charge.

119 **(3)** At the discretion of the department head, meals and beverages may be
120 provided at department sponsored trainings with a maximum all-inclusive cost of
121 \$10.00 per person. For each full 24 hour period during which a person is attending
122 a conference, convention, meeting or seminar outside Dane County, the person
123 shall be paid \$29.00 allowance for meals and incidentals. No such allowance shall
124 be made unless a receipted hotel or motel lodging is secured and a satisfactory
125 explanation is given, the daily allowance will be permitted. The initial 24 hour
126 period will commence as of the hour of departure. The daily allowance shall not
127 apply on any day that a meal is provided and included in the registration fee.

128 **(4)** Department heads that serve in a department that includes outreach to the
129 public may incur or be reimbursed for expenses to attend banquets or other
130 functions within Dane County directly related to the outreach function of the
131 department. This does not include attendance at fundraising events and may not
132 include a charitable donation to any organization. Requests for reimbursement
133 must include approval of the County Executive. The maximum reimbursement

134 under this provision is \$50 per event.

135 ~~(4)~~(5) Reimbursement shall not be made for expenses incurred in purchasing
136 alcoholic beverages.

137 (6) Notwithstanding other provisions of this ordinance, the Emergency
138 Management Director and the Sheriff may authorize reasonable meal expenses
139 for employees and volunteers staffing the emergency operations center or
140 responding to an emergency situation.

141
142 ARTICLE 11. Sections 20.15 and 20.16 are created and renumbered to read as
143 follows:

144 **20.15 GRATUITIY** Reimbursement for gratuities will be limited to 15% for taxi or
145 ride services. Gratuities for meals are included in the reimbursement limits above.
146 Hotel gratuities are limited to \$2.00 per day including the day of arrival and the day
147 of departure.

148 **~~20.15~~20.16 PROHIBITED TRAVEL TO STATES THAT DISCRIMINATE.**

149 (1) No elected official or employee shall be required to travel to a state that
150 has enacted a law that voids or repeals, or has the effect of voiding or repealing,
151 existing state or local protections against discrimination on the basis of sexual
152 orientation, gender identity, or gender expression or has enacted a law that
153 authorizes or requires discrimination against same-sex couples or their families
154 or on the basis of sexual orientation, gender identity, or gender expression,
155 including any law that creates an exemption to antidiscrimination laws in order to
156 permit discrimination against same-sex couples or their families or on the basis
157 of sexual orientation, gender identity, or gender expression.

158 (2) Except as otherwise provided herein, reimbursement shall not be made
159 for travel to a state described in sub. (1).

160 (3) The prohibitions in subs. (1) and (2) shall not apply to travel that is required
161 for any of the following purposes:

162 (a) The performance of the duties of the Sheriff's Office as determined by the
163 Sheriff.

164 (b) For purposes of juvenile residential treatment placements by the
165 department of human services.

166 (c) An exception granted by the Personnel & Finance Committee pursuant to
167 sec. 20.20.

168 (4) The prohibitions in subs. (1) and (2) shall continue while any law specified
169 in sub. (1) remains in effect.

170 (5) Before travel outside the State of Wisconsin is approved, the elected
171 official or department head shall determine and certify that the destination is not
172 a state specified in sub. (1).

173 (6) The department of administration shall maintain a current list of states that
174 have enacted a law that voids or repeals, or has the effect of voiding or repealing,
175 existing state or local protections against discrimination on the basis of sexual
176 orientation, gender identity, or gender expression or have enacted a law that
177 authorizes or requires discrimination against same-sex couples or their families or

178 on the basis of sexual orientation, gender identity, or gender expression, including
179 any law that creates an exemption to antidiscrimination laws in order to permit
180 discrimination against same-sex couples or their families or on the basis of sexual
181 orientation, gender identity, or gender expression.

182 ARTICLE 12. Section 20.17 is renumbered and amended to read as follows:

183 ~~20.16~~**20.17 HONORARIUMS.** Honorariums for non-employee speakers shall
184 not exceed \$~~250.00~~500.00 except upon prior committee approval.

185
186 ARTICLE 13. Sections 20.18 through 20.23 are renumbered to read as follows:

187 ~~20.17~~**20.18 DOUBLE PAYMENTS.** No person shall receive any compensation
188 or reimbursement under this chapter for performing any duties for which
189 compensation or reimbursement is made by any other party.

190 ~~20.18~~**20.19 TRAVEL ADVANCES.** In those departments which maintain a
191 revolving fund to cover travel advances, such advances shall be approved by the
192 department head or, in his or her absence, by the person in charge. Employees
193 shall reimburse such funds for all travel claims disallowed by the finance
194 committee. An employee who fails to do so shall not be entitled to subsequent
195 advances for travel.

196 ~~20.19~~**20.20 AUDIT PROCEDURE.**

197 (1) Department heads or their designees shall audit claims submitted by their
198 personnel and shall certify that to the best of their knowledge such claims are
199 properly reimbursable.

200 (2) All travel vouchers shall be audited by the controller's office before being
201 submitted to the finance committee.

202 ~~20.20~~**20.21 EXCEPTIONS.** The finance committee shall have the authority to
203 create exceptions to the various sections of this ordinance where it determines
204 that such exceptions are reasonable.

205 ~~20.21~~**20.22 FALSE INFORMATION.** Any person who submits false
206 information shall be subject to disciplinary action including, but not limited to,
207 discharge from the civil service.

208 ~~20.22~~**20.23 REPORTS.**

209 (1) Each employee attending any conference, convention, seminar or
210 meeting costing more than \$100.00 shall prepare a brief, succinct statement
211 summarizing the benefits obtained by his or her attendance. Such reports shall
212 be kept on file within the respective departments and shall be open to public
213 inspection during normal business hours.

214 (2) Such reports shall be completed before any claim for reimbursement is
215 made.

216 (3) All items of transportation, lodging, meals, fees and other reimbursable
217 expenses shall be included in computing the dollar amount set forth in subsection
218 (1) above.

219
220 *[EXPLANATION: This amendment makes minor modifications to procedures and*
221 *updates reimbursement rates in the Expense Account Ordinance.]*