COUNTY OF DANE

EMPLOYEE REIMBURSEMENT FORM - 2023 RATE

EMPLOYEE NAME	DEPARTMENT
Patrick Miles	County Board

ADDRESS

5410 North Pass

CITY/STATE/ZIP

McFarland, WI 53558

Provide the County building that is your centrally located work location if you are working under a telecommuting agreement or normal work location if you are not. Do not enter "Home". Eligible mileage will be calculated based on the "lessor of" mileage from your normal work location or centrally located work location or actual miles driven from your home, if you are working/leaving from your home. ⟶

CCB

CERTIFICATION: I hereby certify that this claim is just, correct and true and that no part of it has been paid to me previously, that the expenses were actually and necessarily incurred in the performance of my duties and paid for by me; that no part of the travel herein charged for has been had upon free pass or free transporation of any nature whatsoever and that the mileage by personal automobile of which compensation is claimed was actually traveled in the service of Dane County.

Signature of Employee — Date: 12/4/23

Department Head (or Designee) Approval — Date: 12/4/23

Date	DESTINATION OF TRIP Include starting and ending address (must include block #, street name and city)	PURPOSE OF TRIP Include Conference & Training and Outreach Request Form if applicable	TIME Left	TIME Return	MILES TRAVELED (ROUND UP TO NEAREST WHOLE MILE)	MEALS Morning $8.00	MEALS Noon $10.00	MEALS Evening $20.00	***OTHER EXPENSES*** Description of item - Include original receipts with reimbursement request	***OTHER EXPENSES*** Amount
05/24/23	Madison to Berlin	Kassel Germany Sister County	3:48pm						Airfare	1648.35
06/29/23	Kassel to Berlin	"							Train	117.14
07/03/23	Scandic Berlin Potsdam Hotel to Berlin airport	"							Transportation	50.30
06/26/23		"							1st night lodging in Kassel	122.67
7/4/23				3:04pm						
					0.00	0.00	0.00	0.00		1,938.46

***Items not requiring an original receipt include parking meters, tolls, hotel housekeeping gratuity (limited to $2.00 per day). This is not an all inclusive list.

***Items requiring an original receipt include hotel, registration fees, taxi fare, bus fare, rental cars, ride share, parking (except for parking at meters that do not provide receipts), airfare,tips other than hotel housekeeping and reimbursement for supplies purchased. This is not an all inclusive list.

655 Mileage at 65.5 cents per mile	0.00
Meals	0.00
Other Expenses***	1,938.46
Total	$ 1,938.46