



<b>COMPENSATION, PER DIEM, MILEAGE AND EXPENSE REIMBURSEMENT</b>			
<b>EFFECTIVE</b>	<b>03-10-1992/RES 8(92)</b>	<b>REVIEW</b>	<b>Administration Committee</b>
<b>REVISED</b>	<b>10-17-1995/RES 28(95)</b> <b>08-18-1998/RES 11(98)</b> <b>10-27-1998/RES 20(98)</b> <b>10-26-1999/RES 21(99)</b> <b>12-16-2003/RES 52(2003)</b> <b>03-21-2006/RES 12(2006)</b> <b>05-20-2008/RES 20(2008)</b> <b>10-20-2009/RES 37(2009)</b> <b>06-16-2010/RES 21(2010)</b> <b>10-06-2015/RES 36(2015)</b> <b>01-01-2016/IRS Mileage Rate</b> <b>04-19-2016/Salary &amp; Per Diem</b> <b>01-01-2017/IRS Mileage Rate</b> <b>01-01-2018/IRS Mileage Rate</b> <b>01-01-2019/IRS Mileage Rate</b> <b>01-01-2020/IRS Mileage Rate</b> <b>01-01-2021/IRS Mileage Rate</b> <b>06-01-2021/RES 27(2021)</b>	<b>APPROVAL</b>	<b>County Board</b>

**A. PURPOSE**

Officers of the County Board are entitled to a monthly salary. Supervisors and Citizen Members are entitled to per diem, mileage and expense reimbursement for attendance at any board, committee, subunit or other governmental body as assigned pursuant to the St. Croix County Rules and Bylaws of the Board of Supervisors.

**B. SALARY – OFFICERS**

1. Chair - \$750.00 per month plus per diem, mileage and expense reimbursement
2. Vice-Chair - \$300.00 per month plus per diem, mileage and expense reimbursement

**C. PER DIEM – SUPERVISORS & CITIZEN MEMBERS**

1. First meeting of the day \$75
2. Each additional meeting in same day \$25

3. Additional compensation for chairing meeting        \$25

D. MILEAGE – IRS mileage rate in effect on the travel date.

E. EXPENSE REIMBURSEMENT

1. Meals

- a. Out of County meals only (including tax).
- b. Daily per diem for meals, minus any covered meals \$40.00 per day.
  - 1) AM Meal        \$ 8.00
  - 2) Noon Meal     \$12.00
  - 3) Evening Meal \$20.00
  - Total    \$40.00
- c. Meals are per diem and receipts are not required.

2. Hotel

- a. Maximum reimbursement rate will be the rate for the conference hotel.
- b. A tax-exempt form should be completed for proof of sales tax exemption.

F. PAYMENT

- 1. Per diems and mileage for Standing Committee, County Board and subcommittee meeting attendance shall be paid from attendance sheets submitted by the Committee Chair to the County Clerk.
- 2. Per diems, mileage and expense reimbursement for other meetings or events shall be paid from a voucher submitted to the County Clerk no more than once a month by each Supervisor.
- 3. Vouchers submitted more than 90 days after the other meeting or event date will not be paid.

G. OTHER PROVISIONS AND EXCEPTIONS

- 1. In the event a Standing Committee or Subcommittee meeting is canceled due to lack of a quorum at the meeting's scheduled date and time, Supervisors physically present will only receive mileage.
- 2. To receive compensation a Supervisor must have authorization to attend other meetings or functions within the County by the County Board Chair or by the Chair of the Supervisor's Standing Committee.
- 3. One, but not more than two Supervisors can be authorized to attend another standing committee meeting.
- 4. A Supervisor who is a member or an officer of a state or other organization that is related to County business is entitled to receive a per diem.
- 5. A Supervisor is entitled to receive a per diem for travel days provided the Supervisor obtains the approval of the County Board Chair or the Chair of the Standing Committee. If approval is given by the Standing Committee Chair, the County Board Chair shall be notified by the Standing Committee Chair.

6. Staff committee members are not entitled to receive per diems for meetings attended. Staff committee members may be eligible for mileage and expense reimbursement pursuant to the Human Resources Handbook.