



<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>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**

1. 54.5 cents per mile
2. Rate set by County Board of Supervisors, corresponds with the rate used by the IRS for tax purposes, or by the County’s use of rental car policy, whichever is less.

## E. EXPENSE REIMBURSEMENT

### 1. Meals

- a. Out of County meals only (including tax, itemized receipts required).
- b. Not to exceed \$40.00 per day.
  - 1) AM Meal \$ 8.00
  - 2) Noon Meal \$12.00
  - 3) Evening Meal \$20.00
  - Total \$40.00
- c. Recommended gratuities of 15% are reimbursable.

### 2. Hotel

- a. Maximum reimbursement rate will be in accordance with current State of Wisconsin rate which is a maximum of \$82 per person per day excluding Milwaukee, Waukesha and Racine Counties.
- b. The rate for Milwaukee, Waukesha and Racine Counties are \$90 per person per day.
- c. If lodging is expected to exceed the maximum allowed, the supervisor may choose to complete an "Authorization to Exceed Maximum Hotel/Motel Allowance" form.
- d. 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 Article 9, Section 3-Travel and Expense Reimbursement of the Human Resources Handbook.