

Meeting / Expense Voucher – County Board/Committee Members

as of 4/19/2022

ALLOWABLE MEETING REIMBURSEMENT RATES

- County Board Meetings up to five (5) hours \$93.00/meeting
- County Board Meetings in excess of five (5) hours \$116.00/meeting
(Excluding any breaks for lunch or dinner)
- Meetings, conventions, seminars held outside of the county \$93.00/meeting
- Committee Meetings in County \$70.00/meeting

SUBMITTING THE MEETING / EXPENSE VOUCHER

- Vouchers must be turned in monthly to the Finance Department *no later* than the 6th of the month in order to be reimbursed for the prior months meeting expenses.
- Reimbursement checks will be issued with the County's second payroll of the month, except for the months with a 3rd pay period (A calendar indicating payroll dates will be provided at the beginning of each year.)
- Use only one voucher for all meetings attended that month.
- Complete and sign the bottom section of the voucher.

INSTRUCTIONS ON HOW TO FILL OUT THE VOUCHER

Month/Day

Enter the specific month/day of the meeting occurrence.

Meeting/Nature of Business

List the Committee affiliation (i.e.; County Board; Administrative Services, etc), conference name and location, or special meeting attended.

Special Approvals:

List approvals for occurrences other than regular meetings, such as attendance to conferences, special meetings, etc.

- If authorized by committee action, list meeting name and date.
- If authorized by Board or Committee Chair, please indicate.

Meeting Charge

See fees indicated above under "Current Allowable Meeting Reimbursement Rates" and enter appropriate charges. If left blank, Finance Personnel will apply allowable rate.

No. of Miles

Enter the number of miles traveled from your home to the meeting place and back.

Meals

Enter meal expenses for 1-day meetings ONLY in this column.

Meal reimbursement is a maximum of \$50 per day, including tax and tip.

1. If meals are included in the registration fee, the County will pay the entire cost. Meals included in the registration fee are not reimbursable.
2. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or to other costs incurred.
3. No reimbursement shall be made for the cost of alcoholic beverages.
4. It will be necessary to have a receipt for all meals in excess of \$5.00. An itemized receipt is preferred.
5. If you do not have a receipt, the County's reimbursement rate will be no more than \$5.00.

Meals Overnight

The same rates and rules apply as stated above, but are incurred as the result of any overnight meeting/conference in which meals *are not* included as part of the registration fee.

Other Expenses

Examples of other expenses may be: registration fees, parking costs, postage, or any other miscellaneous expense you may incur.

- ❖ **Conference/meeting expenses paid by the County for your spouse or significant other will be deducted from your payment the month following the month of the conference/meeting.**
- ❖ **See the Personnel Policy Manual for a detailed explanation of all reimbursements.**
- ❖ **Contact the Finance Department at 920-849-1446 if you have any questions regarding expense vouchers.**