



TOWN OF LEBANON

DODGE COUNTY

P.O. Box 024 • LEBANON, WISCONSIN 53047-0024

RESOLUTION L-07-J

RESOLUTION AUTHORIZING and ESTABLISHING TRAVEL EXPENSE and COST REIMBURSEMENT FOR TOWN EMPLOYEES and OFFICIALS

The Town Board of the Town of Lebanon, Dodge County, Wisconsin, by this resolution, adopted on proper notice with a quorum and by a roll call vote by a majority of the town board present and voting resolves and orders as follows:

This resolution is enacted pursuant to the authority of Wisconsin Statute Section 60.321. This ordinance is to be interpreted in conformance with that section as it may be amended from time to time.

Reimbursements by the town are authorized for elected and appointed town officers and employees for the following travel, meals, and lodging costs and expenses authorized and incurred by these officers and employees in their duties for the town. The rates and the lodging, meal, and travel costs and expenses authorized for any travel event are as follows:

1. Vehicle travel mileage within or outside of the town shall be reimbursed at the standard IRS rates in effect at the time of travel. The current IRS standard mileage rate is \$.485 per mile but shall change accordingly with IRS rulings.

2. Total maximum meal costs per day outside the town shall be \$100.00.

3. Total maximum lodging costs per day outside the town shall be \$200.00.

The Town of Lebanon will not reimburse or pay any costs or expenses for meals, lodging, and travel to any town officer or employee unless the town board, or its designee, has approved, in advance, the expenses and costs prior to these costs and expenses being incurred by the officer or employee.

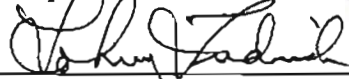
Under s. 19.59, Wisconsin statutes, no "local public official," as defined s. 19.42 (7x), Wis. Stats, in any town action, including any travel event, may use his or her public position to obtain financial gain or anything of substantial value for his or her private benefit or that of his or her immediate family, as defined in s. 19.42 (7) Wis. Stats., or for any organization with which he or she is associated, as defined in s. 19.42 (2), Wis. Stats. Substantial value for purposes of this resolution is \$75.00 or more.

Upon proper written proof of payment timely submitted to the town clerk by a town officer or employee for authorized travel costs and expenses, or upon a sworn affidavit by the officer or employee timely submitted to the town clerk demonstrating the specific travel costs and expenses incurred by the officer or employee, the town shall provide, by the town clerk, timely payment to the officer or employee. Such written proof or sworn affidavit by the town officer or employee shall be submitted to the town clerk in writing within 120 days of the costs or expenses being incurred. The town shall not be required to make payment or reimbursement for expenses or costs not timely received as determined by the town board or its designees.

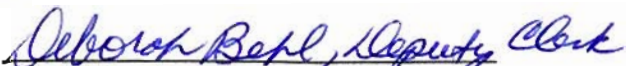
Any excess reimbursement received by a town officer or employee shall be returned promptly to the town within 120 days of the receipt of the reimbursement.

All existing town ordinances, parts of ordinances, and amendments thereto in conflict with any of the provisions of this ordinance are hereby repealed. This ordinance shall be effective the day after its posting in three public places within the town.

Adopted and Effective this 4th day of October, 2007, by the Town Board, Town of Lebanon.



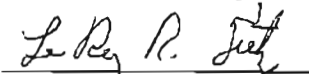
Lohny Fredrick, Town Chairman



ATTEST: Dorothy Kuehl, Clerk



Todd Wilson, Supervisor



LeRoy Tietz, Supervisor

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