

SHEBOYGAN COUNTY ORDINANCE NO. 13 (2007/08)

Re: Amending Provisions Relating to Travel Procedure

WHEREAS, Chapter 45 of the County Code of Ordinances contains provisions relating to reimbursement of expenses incurred by employees during the course of performance of their duties, and

WHEREAS, the current provisions of Chapter 45.07 relating to reimbursement of travel expenses provide that out-of-county travel must generally be approved in advance by the liaison committee for the department or function to which the travel expense will be charged, and

WHEREAS, the various Liaison Committees have devoted room on their Agendas for approval of travel requests at meetings throughout each year, while approving all or nearly all of the travel requests that are submitted if the requests are for travel within the State of Wisconsin as long as adequate funds are available in the Department's budget, and

WHEREAS, approvals of travel requests that involve distance no greater than the distance from Sheboygan to the farthest corner of Wisconsin do not represent an efficient use of Liaison Committee time, and adequate oversight of travel may be provided by Department Heads with additional oversight provided by the approval of the Liaison Committee of each Department's travel plans that are submitted as part of the annual budget process;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Section 45.07.** Section 45.07 of the Sheboygan County Code of Ordinances is hereby amended as follows (deletions indicated by strikeouts; additions by redlining):

45.07 TRAVEL. Out-of-county travel (both in and out of state) by an employee must be approved by the Head of the employee's Department ~~shall first be approved by the Committee in charge of the department or function to whom the travel expense is being charged. Such Committee may delegate to the involved Department Head the authority to authorize the advance approval in such circumstances and upon such conditions as the Committee deems appropriate, provided that the Department Head submit a monthly report to the Committee of out-of-county travel listing each trip taken with employee names, positions, dates, destinations, purpose of trip, direct expense incurred, and number of hours of scheduled work time that each employee was away from his or her customary base of employment.~~ Department Heads shall consider requiring employees in their Department to use a County vehicle rather than a personal vehicle when appropriate. Any travel by an employee that involves either more than three hundred ten (310) miles of travel one way linear distance (as the crow flies) or more than five consecutive overnight stays must also have the pre-approval from the Liaison Committee for the Department as reflected in the Liaison Committee's minutes. In the event funds for such travel have not been provided for in the budget, then such travel shall not be permitted by the involved Committee ~~Department Head~~ without the advance authorization of the

Finance Committee. ~~All travel authorization shall be set forth in the minutes of the involved Committee at the time of the travel. For purposes of clarification,~~ County Board Member travel charged to the County Board Account shall be authorized by the Executive Committee. In those situations where the individual traveling elects to travel by personal car to out-of-state functions, such individual's reimbursement shall be limited to the authorized mileage allowance established by Section 45.03 of this Code or an amount not to exceed the then available air fare charges, whichever is lower.

Section 2. **Effective Date**. The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 6th day of November, 2007.

HUMAN RESOURCES COMMITTEE

Donald A. Schramm
Donald A. Schramm, Chairperson

Roger L. Te Stroete
Roger L. Te Stroete, Vice-Chairperson

William B. Seibold
William B. Seibold, Secretary

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ENACTED 12.18.2007

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