

ENROLLED ORDINANCE 173-033

AMEND WAUKESHA COUNTY CODE OF ORDINANCES,  
SECTION 7-95 REGARDING TRAVEL EXPENSES

WHEREAS, the Department of Administration met with a focus group containing key staff from various departments to discuss the travel reimbursement practices; and

WHEREAS, the focus group worked together to identify opportunities for increased efficiency while maintaining strong internal controls; and

WHEREAS, the hotel rate limits may lead to stays at hotels that are not within walking distance, which adds additional transportation related expenses; and

WHEREAS, if the above the limit hotel rate within walking distance is less than or equal to the combined cost of transportation and hotel rate, the hotel rate limitation will be waived; and

WHEREAS, staff will be required to provide documentation that going above the allowed limit is the most economical for the total cost of the trip; and

WHEREAS, due to current limitation on travel advances of 90% of estimated cost, each travel advance doubles the number of checks processed; and

WHEREAS, 70 travel advances were processed in 2017, and the final payment for about half of these advances were under \$50; and

WHEREAS, to increase efficiency for County staff, travel advances will be allowed up to 100% of estimated travel; and

WHEREAS, all travel advances will continue to be reconciled and advance payments in excess of actual expenses incurred are required to be returned within fifteen (15) days after the event of travel; and

WHEREAS, the current County Code with respect to in-state hotel rates have not been updated since 2012, and normally the state rate in certain cities is unavailable.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the first paragraph of Section 7.95(a) of the Waukesha County Code of Ordinances shall be repealed and recreated to read:

- (a) *Reimbursement generally.* Employees and members of boards, committees, commissions and authorities shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties. Travel shall be undertaken by the most practical and economic means available. Exception to the below rates will be allowed if it is the most economical means for the overall cost of the trip or in instances of ADA compliance.

IT IS FURTHER ORDAINED that Section 7.95(a)4A of the Waukesha County Code of Ordinances shall be repealed and recreated to read:

*Lodging:* All taxes applicable to lodging and as follows:

- A. In-State. One hundred and twenty dollars (\$120.00), except for Green Bay, Madison, La Crosse, Wisconsin Dells, Appleton, Lake Geneva, or Door County, for which maximum reimbursement shall be \$145 per day or actual cost, whichever is less.

IT IS FURTHER ORDAINED that Section 7.95(d) of the Waukesha County Code of Ordinances shall be repealed and recreated to read:

(d) *Cash advance.*

Advance payment of expenses may be obtained for up to one hundred (100) percent of estimated reimbursable travel expenses. Return of advance payment amounts in excess of actual expenses incurred must be made within fifteen (15) days after the event or travel.

BE IT FURTHER ORDAINED that the changes will take effect September 1<sup>st</sup>, 2018

BE IT FURTHER ORDAINED that any code section or part of a section in conflict with this ordinance is hereby repealed and declared null and void and of no effect.


AMEND WAUKESHA COUNTY CODE OF ORDINANCES,  
SECTION 7-95 REGARDING TRAVEL EXPENSES

Presented by:  
Executive Committee



Paul L. Decker, Chair

Approved by:  
Finance Committee



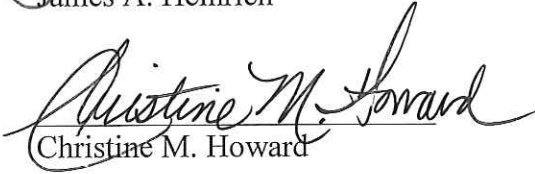
James A. Heinrich, Chair



James A. Heinrich



Timothy Dondlinger



Christine M. Howard



Tyler J. Foti




Larry Nelson




Thomas A. Michalski



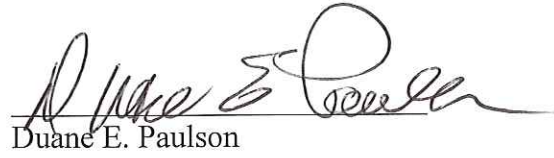
David W. Swan



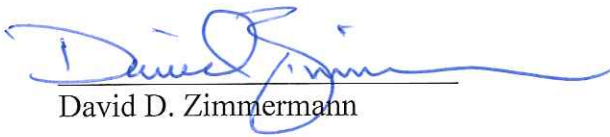
Richard Morris



Peter M. Wolff



Duane E. Paulson




David D. Zimmermann



Ted Wysocki

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 8/28/18,   
Kathleen Novack, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X  
Vetoed: \_\_\_\_\_

Date: 9/4/18,   
Paul Farrow, County Executive

FISCAL NOTE

REPEAL AND RECREATE PORTIONS OF WAUKESHA COUNTY  
CODE OF ORDINANCES,  
SECTION 7-95 TRAVEL EXPENSES

Sections of the Ordinance with fiscal implications include the following:

**SECTION 1. Changes made to Section 7.95(a) of the Waukesha County Code of Ordinances**

Section 1 of this ordinance approves overages on hotel rates if it is a more cost effective option for the County when factoring in required transportation.

**SECTION 2. Changes made to Section 7.95(a)4A of the Waukesha County Code of Ordinances**

Section 2 updates lodging rates for certain high-cost In-State cities and a minimum Out-of-State reimbursement rate. Maximum rates have been increased due to more areas not providing special State rates and/or restrict special rates to state employees only. All lodging rates are reimbursed at the lower of actual daily rate or listed maximum rate. These changes are effective September 1, 2018.

	<b>Current Rate</b>	<b>New Rate</b>
<b>High-cost In-State Cities:</b> Green Bay, Madison, Lacrosse, Wisconsin Dells, Appleton, Lake Geneva, Door County	\$120.00	\$145.00
<b>All other In-State Cities</b>	\$95.00	\$120.00

Any new costs associated with these changes will be absorbed within existing department travel budgets. No new tax levy impact results from this action.



Lawrence M. Dahl  
Accounting Services Manager

D1 - Foti	AYE	D14 - Wood	AYE
D2 - Zimmermann	AYE	D15 - Mitchell	AYE
D3 - Morris	AYE	D16 - Crowley	AYE
D4 - Batzko	AYE	D17 - Paulson	AYE
D5 - Dondlinger	(2) AYE	D18 - Nelson	AYE
D6 - Walz	AYE	D19 - Cummings	AYE
D7 - Grant	AYE	D20 - Schellinger	AYE
D8 - Michalski	AYE	D21 - Gaughan	AYE
D9 - Heinrich	(M) AYE	D22 - Wysocki	AYE
D10 - Swan	AYE	D23 - Hammitt	Notified
D11 - Howard	AYE	D24 - Whittow	AYE
D12 - Wolff	AYE	D25 - Johnson	AYE
D13 - Decker	AYE		

173-0-033

Passed (24 Y - 0 N - 1 Absent)

Majority Vote >