

# Village of Kronenwetter

## TRAINING LEAVE REQUEST

<b>1. DEPARTMENT OR DIVISION:</b>	Finance Director / Treasurer
<b>2. NAME OF ATTENDEES:</b>	Lisa Kerstner
<b>3. TRAINING CONDUCTED BY:</b>	League of Wisconsin Municipalities
<b>4. TYPE OR TITLE OF TRAINING:</b>	Clerks, Treasurers & Finance
<b>5. LOCATION OF TRAINING:</b>	Green Bay, WI
<b>6. DATES OF TRAINING:</b>	June 21-23, 2023
<b>7. DATES OF ABSENCE:</b>	June 21-23, 2023

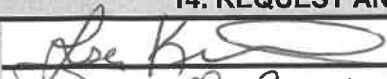

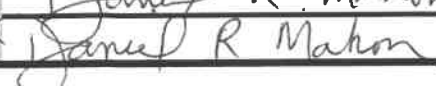
8. PROJECTED EXPENSE								
LODGING	# of Rooms	1	Room Rate	\$90.00	# of Nights	2	Subtotal	\$180.00
MEALS	# of Meals	3	Breakfast	\$13.00	Rate	\$32.50		
		2	Lunch	\$15.00	Rate	\$26.50		
		2	Supper	\$26.00	Rate	\$45.50		
							Subtotal	\$104.50
MILES	# Miles	170	IRS Rate	\$0.66			Subtotal	\$111.35
FEES/REG	# Persons	1		\$155.00			Subtotal	\$155.00
SUPPLIES	# Persons	0	Supplies ea.	\$0.00			Subtotal	\$0.00
TOTAL PROJECTED EXPENSE:								\$550.85
AMOUNT CURRENTLY IN TRAINING BUDGET:								\$0.00

<b>10. PURPOSE OF ATTENDANCE:</b>
Additional training needed

<b>11. DESCRIPTION OF TRAINING:</b>
Clerk & Treasurers Training

<b>12. COVERAGE DURING ABSENCE:</b>
Accounting Clerk & Admin

<b>13. OUTSIDE FUNDING AVAILABLE:</b>
Please note: Per policy HR-007, M&IE is 75% on the first and last days of travel

<b>14. REQUEST AND APPROVAL SIGNATURES:</b>			
Applicant Signature:		Date:	4/3/23
Supervisor Signature:		Date:	4/3/23
Village Administrator:		Date:	4/3/23

<b>POLICY ID:</b> <i>HR-007</i>		<b>TITLE:</b> <i>Business Mileage and Travel Policy</i>	
<input type="checkbox"/> <b>ORIGINAL</b> <i>Effective Date: 04/25/10</i> <input type="checkbox"/> <b>REVISION #3</b> <i>Effective Date: 01/12/16</i> <input checked="" type="checkbox"/> <b>REVISION #4</b> <i>Effective Date: 10/10/2022</i>		<b>APPROVED BY VILLAGE BOARD:</b> <b>Bobbi Birk-LaBarge</b> Village Clerk <b>DATE:</b> 10/10/2022  <b>Attest:</b> _____	
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> <b>FLSA EXEMPT</b> <input checked="" type="checkbox"/> <b>REPRESENTED EMPLOYEES</b>		<input checked="" type="checkbox"/> <b>FLSA NON-EXEMPT</b> <input checked="" type="checkbox"/> <b>Non-REPRESENTED EMPLOYEES</b>	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

The Village of Kronenwetter will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The employee's supervisor must approve all business travel in advance.

- When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives are eligible for reimbursement by the Village.
- Employees are expected to limit expenses to reasonable amounts and as set forth below.

Expenses that are typically eligible for reimbursement include the following:

- Car rental fees for compact or mid-sized cars if rental is required by the travel circumstances, see below for more details.
- Fares for shuttle or airport bus service; taxis or other costs of public transportation.
- Mileage at the current federal rate for use of personal vehicles *only* when less expensive transportation or a Village-owned vehicle is not available or practical, see below for more details. Motorcycles and scooters shall be reimbursed at 70 % of the current federal IRS rate.
  - The Village requires employees to carry liability insurance policy of \$100,000.00 per person and \$300,000.00 per occurrence on a vehicle if it is used for Village business. If there is an accident involving employee's vehicle while on Village business, employee's insurance is primary.
  - Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.
- Standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- **Cost of meals to be reimbursed following the current GSA rate scale found here:**  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The total amount of per diem reimbursement on the first and last days of travel is capped at 75% of the daily Meals and Incidental Expenses (M&IE) per diem allowance, according to the location.
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi fare.
- Telephone calls, fax, and similar services required for business purposes.
- Laundry on trips of five or more days.
- Reimbursement for meals at all events not requiring an overnight stay will be subject to personal withholding tax per IRS regulations.
- The Village does not reimburse employees for personal entertainment, alcoholic beverages, and personal care items.

Vehicles owned, leased, or rented by the Village may not be used for personal use without prior approval by the employee's supervisor. The Village requires that employees provide proof of a valid Wisconsin driver's license and insurability before driving any vehicle on Village business.

When travel is completed, employees must submit a completed Village of Kronenwetter Reimbursement Request Form within five (5) business days or when total reimbursable travel and/or mileage expenses have reached twenty (20) dollars. Reimbursement Requests shall be accompanied by receipts to substantiate all expenses claimed. Mileage to and from the

This policy is not intended and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.



U.S. General Services Administration

## FY 2023 Per Diem Rates for Wisconsin

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Appleton	Outagamie	\$59	\$13	\$15	\$26	\$5	\$44.25
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25



## FY 2023 Per Diem Rates for Wisconsin

Max lodging by month (excluding taxes.)

[illegible]

# League of Wisconsin Municipalities

316 W. Washington Ave, Madison, WI 53703 | (608)267-2380 P | (608)267-0645 F

## Meeting Confirmation

Lisa Kerstner  
Finance Director-Treasurer  
Kronenwetter  
1582 Kronenwetter DR  
Kronenwetter, WI 54455

### CTFO

Wednesday, June 21, 2023 through Friday, June 23, 2023  
Tundra Lodge - Green Bay  
865 Lombardi Avenue  
Green Bay, WI 54304

You are registered for the following:

Function	Fair Market Value	Quantity	Rate	Amount
Attendee CTFO		1	155.00	155.00
Total				155.00
Payment				180.00
Balance				-25.00

### Payment Details

We look forward to welcoming you to the Clerks, Treasurers & Finance Officers Institute at the Tundra Lodge in Green Bay, WI.

Payment Receipt

Payment

Order ID    Amount

LWM, WI    \$180.00

Merchant Name	League of Wisconsin Municipalities
First Name	Lisa
Middle Initial	
Last Name	Kerstner
Address	1582 I-39 Frontage Rd
City	Kronenwetter
Country	United States
State	Wisconsin
Postal Code	54455
Phone	US +1 715-218-0239
Email Address	lkerstner@kronenwetter.org

Total Payment Amount    \$180.00

Credit Card Number    3127  
Card Verification Number    xxx

Payment successful!

Amount Charged	\$180.00
Transaction ID	220617047
Payment Date / Time	4/3/2023 1:12:23 PM Eastern

PAYMENT TERMS AND CONDITIONS

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my payment is in accordance with the rules and regulations of the agreement between me and my card issuer.

My payment can only be completed upon the acceptance and authorization of my issuing credit or debit card company. If my payment cannot be completed, I will retain the same liability, which is my sole responsibility, for payment as though I had not attempted to make the payment. Furthermore, I may also be liable for additional fees and penalties to the extent of applicable law.

RECEIPT

A receipt can be printed after payment is accepted which will serve as evidence of payment. If you provide an email address during the payment process, a receipt will be emailed to you after the payment is processed.

CONTACT

If for any reason you wish to make a change to the payment after submission, please contact League of Wisconsin Municipalities for assistance.

☒ I agree to the terms and conditions.

## Lisa Kerstner

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**From:** noreply@civicplus.com  
**Sent:** Monday, April 3, 2023 12:12 PM  
**To:** Lisa Kerstner  
**Subject:** [External] Thanks for your payment

Hi Lisa,

Here are the details for your recent purchase.

## Transaction ID 220617047

### Order Summary

Date/Time 4/3/2023 12:11 PM  
Status Successful

### Pricing Details

Price \$180.00

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**Order Total** \$180.00

### Billing Information

Lisa, Kerstner  
1582 I-39 Frontage Rd  
Kronenwetter WI 54455  
  
715-218-0239  
lkerstner@kronenwetter.org

### Additional Information

CTFO Webinar Registration	*Non-Member Tuition - \$180.00
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First Name	Lisa
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Last Name	Kerstner
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E-mail Address	lkerstner@kronwetter.org
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Title	Finance Director
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Municipality/Company	Village of Kronenwetter
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Street Address	1582 I-39 Frontage Rd
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City	Kronenwetter
State	WI
Zip Code	54455
Phone Number	715-218-0239
Wednesday Networking Hour & Picnic	No

The Fine Print:

Only staff members and officials from cities and villages that are currently members of the League of Wisconsin Municipalities may register as members. Registration fees, minus a \$10 processing fee, are refundable if received by June 14, 2023.

Special Accommodations	No
Additional Notes...	<i>Field not completed.</i>

We appreciate your business.

Regards,

LWM, WI



## Lisa Kerstner

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**From:** noreply@civicplus.com  
**Sent:** Monday, April 3, 2023 12:12 PM  
**To:** Lisa Kerstner  
**Subject:** [External] Online Form Submittal: 2023 Clerks, Treasurers, & Finance Officers Institute

### 2023 Clerks, Treasurers, & Finance Officers Institute

CTFO Webinar Registration \*Non-Member Tuition - \$180.00

First Name	Lisa
Last Name	Kerstner
E-mail Address	lkerstner@kronwetter.org
Title	Finance Director
Municipality/Company	Village of Kronenwetter
Street Address	1582 I-39 Frontage Rd
City	Kronenwetter
State	WI
Zip Code	54455
Phone Number	715-218-0239
Wednesday Networking Hour & Picnic	No

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Additional Notes...	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Bobbi Birk-LaBarge

**From:** league <league@lwm-info.org>  
**Sent:** Tuesday, March 28, 2023 10:57 AM  
**To:** league  
**Subject:** [External] Register Now for Clerks, Treasurers & Finance Officers Institute June 21-23.2023, Tundra Lodge, Green Bay

# Clerks, Treasurers & Finance Officers Institute



June 21-23, 2023  
Tundra Lodge  
Green Bay



\$155 member or \$180 non-member  
Registration deadline June 14, 2023

90.00/night  
~~90.00/night~~