

# Village of Kronenwetter TRAINING LEAVE REQUEST

<b>1. DEPARTMENT OR DIVISION:</b>	Management/Village Clerk
<b>2. NAME OF ATTENDEES:</b>	Bobbi Birk-LaBarge
<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								
<b>LODGING</b>	<b># of Rooms</b>	1	<b>Room Rate</b>	\$90.00	<b># of Nights</b>	2	<b>Subtotal</b>	\$180.00
<b>MEALS</b>	<b># of Meals</b>	3	<b>Breakfast</b>	\$13.00	<b>Rate</b>	\$32.50	<b>Subtotal</b>	
		2	<b>Lunch</b>	\$15.00	<b>Rate</b>	\$26.50		
		2	<b>Supper</b>	\$26.00	<b>Rate</b>	\$45.50		
<b>MILES</b>	<b># Miles</b>	191	<b>IRS Rate</b>	\$0.66			<b>Subtotal</b>	\$125.11
<b>FEES/REG</b>	<b># Persons</b>	1		\$155.00			<b>Subtotal</b>	\$155.00
<b>SUPPLIES</b>	<b># Persons</b>	0	<b>Supplies ea.</b>	\$0.00			<b>Subtotal</b>	\$0.00
<b>TOTAL PROJECTED EXPENSE:</b>								<b>\$564.61</b>
<b>AMOUNT CURRENTLY IN TRAINING BUDGET:</b>								<b>\$0.00</b>

10. PURPOSE OF ATTENDANCE:
Additional training needed

11. DESCRIPTION OF TRAINING:
Clerk & Treasurers Training

12. COVERAGE DURING ABSENCE:
Deputy Clerk

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

14. REQUEST AND APPROVAL SIGNATURES:			
<b>Applicant Signature:</b>		<b>Date:</b>	03-30-2023
<b>Supervisor Signature:</b>		<b>Date:</b>	03-31-2023
<b>Village Administrator:</b>		<b>Date:</b>	03-31-2023



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**

675-8195-5618-519

90.<sup>00</sup> /night  
Conf # R813DC

1928-29

<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> <u>10/10/2022</u>
	<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 retroactive 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.

location must be reported in order for reimbursement of mileage expenses to be calculated when employee uses a personal vehicle.

When travel to and from a location shall exceed two hundred (200) miles and shall be for a single day of travel without an overnight stay, employees will be required either to use a Village owned vehicle or to rent a vehicle. The Village Administrator will provide account numbers for usage with local rental car agencies. Rental vehicles shall not exceed intermediate (4-door vehicles) cars sizes, unless an employee has authorization from a supervisor to rent a larger vehicle due to the requirement to travel with equipment requiring a larger vehicle, or traveling with multiple employees to a location.



# 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 & Last Day 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









# League of Wisconsin Municipalities

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

## Meeting Confirmation

Bobbi Jo Birk-LaBarge  
Village Clerk  
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	155.00
			Balance	0.00

### 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	\$155.00

Merchant Name League of Wisconsin Municipalities  
 First Name Bobbi  
 Middle Initial J  
 Last Name Birk-LaBarge  
 Address 1582 KRONENWETTER DR  
 City KRONENWETTER  
 Country United States  
 State Wisconsin  
 Postal Code 54455  
 Phone US +1 715-693-4200  
 Email Address bbirklabarge@kronenwetter.org

Total Payment Amount \$155.00

Credit Card Number xxxxxxxxxxx3127  
 Expiration Date xx / xxxx  
 Name on Card Bobbi Birk-LaBarge  
 Card Verification Number xxx

**Payment successful!**

Amount Charged \$155.00  
 Transaction ID 217660714  
 Payment Date / Time 3/8/2023 5:25:34 PM Eastern

Email Address:

Payment email already sent to bbirklabarge@kronenwetter.org

[Email Additional Receipt](#)

[Print Receipt](#)

[Finish](#)

[Privacy Policy](#) | [Terms of Use](#)



**Bobbi Birk-LaBarge**

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 8, 2023 4:26 PM  
**To:** Bobbi Birk-LaBarge  
**Subject:** [External] Thanks for your payment

Hi Bobbi,

Here are the details for your recent purchase.

## Transaction ID 217660714

### Order Summary

Date/Time 3/8/2023 4:22 PM  
Status Successful

### Pricing Details

Price \$155.00

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**Order Total \$155.00**

### Billing Information

Bobbi, Birk-LaBarge  
1582 KRONENWETTER DR  
KRONENWETTER WI 54455  
715-693-4200  
bbirklabarge@kronenwetter.org

### Additional Information

CTFO Webinar Registration \*Member Tuition - \$155.00

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First Name Bobbi

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Last Name Birk-LaBarge

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E-mail Address bbirklabarge@kronenwetter.org

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Title Village Clerk

---

Municipality/Company Village of Kronenwetter

---

Street Address 1582 KRONENWETTER DR

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City KRONENWETTER

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State	WI
Zip Code	54455-7268
Phone Number	7156934200
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 .



**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 8, 2023 4:26 PM  
**To:** Bobbi Birk-LaBarge  
**Subject:** [External] Online Form Submittal: 2023 Clerks, Treasurers, & Finance Officers Institute

## 2023 Clerks, Treasurers, & Finance Officers Institute

CTFO Webinar Registration \*Member Tuition - \$155.00

First Name	Bobbi
Last Name	Birk-LaBarge
E-mail Address	bbirklabarge@kronenwetter.org
Title	Village Clerk
Municipality/Company	Village of Kronenwetter
Street Address	1582 KRONENWETTER DR
City	KRONENWETTER
State	WI
Zip Code	54455-7268
Phone Number	7156934200
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Email not displaying correctly? [View it in your browser.](#)



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### Order Summary

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### Pricing Details

Price \$155.00

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**Order Total** \$155.00

### Billing Information

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KRONENWETTER WI 54455  
715-693-4200  
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### Additional Information

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First Name Bobbi

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Last Name Birk-LaBarge

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E-mail Address bbirklabarge@kronenwetter.org

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Title Village Clerk

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Municipality/Company Village of Kronenwetter

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Street Address 1582 KRONENWETTER DR

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City KRONENWETTER

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