

### 309 Mileage and Business Expenses

Mileage and business expenses for travel outside the City on City business will be reimbursed according to the following rules:

- A. This policy applies to all City employees and elected officials conducting authorized City business outside the City, unless otherwise specified by state law or City ordinance.
- B. Mileage driven in a privately owned vehicle shall be reimbursed the current standard mileage rate published by the Internal Revenue Service (IRS) for business travel, effective January 1 of each year. For intrastate travel, the mileage tables used by the State of Wisconsin shall be used where applicable to determine the number of reimbursable miles, where applicable. Employees and elected officials must submit a mileage log detailing the date, destination, purpose, and miles traveled.
- C. Overnight accommodation shall be reimbursed to the extent that the rates are reasonable rates charged for overnight accommodation in the locale where the accommodation is secured. Employees and elected officials must provide an itemized receipt for reimbursement.
- D. Meal expenses shall be reimbursed up to \$25 per meal, twice per day, including a gratuity not to exceed twenty percent (20%) of the meal cost. Employees and elected officials must provide itemized receipts for reimbursement.
- E. Reimbursement for alcoholic beverages is prohibited.
- F. No reimbursement shall be provided for meals or lodging secured by the employee or elected official in lieu of meals or lodging included and paid for as part of a meeting, seminar, school, or similar event's registration fee.
- G. Expenses for registration or tuition for schools, seminars or training sessions shall be paid by the City from budgeted funds, provided the City Administrator, or delegated department head, has approved attendance based on its appropriateness and benefit to the City. Employees and elected officials must submit a request for approval at least 30 days prior to the event, including estimated costs.
- H. Employees and elected officials must submit expense reports within 30 days of completing travel, including all receipts and documentation. Late submissions may be denied unless approved by the City Administrator due to extenuating circumstances.
- I. For travel exceeding 75 miles one way or requiring overnight accommodation, employees and elected officials shall use City-provided vehicles, if available, to reduce reimbursement costs. The City Administrator may approve exceptions.

- J. Virtual attendance at seminars, training, or meetings shall be considered when feasible and cost-effective.
- K. The Utility Commission will pay the reasonable costs of an electric lineman's apprentice school, including tuition, books, mileage, meals, and lodging. The lineman must get Commission approval prior to registering for the school, including approval of lodging. The commission will reimburse the lineman up to thirty dollars (\$30.00) per day for meals provided the lineman provides receipts of their meals. For every year that the Commission pays for apprentice school and related expenses, the lineman agrees to remain in the commission's employ for one year after the lineman achieves journeyman status ("reimbursement period"). If the lineman leaves Commission employ, for whatever reason, prior to completing the reimbursement period, the lineman will reimburse the Commission for the entire costs of apprentice school not paid through the reimbursement period.