

Memo

To: Finance Committee

From: Mayor McFarland

Date: May 30, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

I am suggesting a change to the City of Watertown's handbook regarding the travel reimbursements form approval process in "Section P. Travel Reimbursement", under the section "Benefits." This section states that travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the Mayor using the travel request and reimbursement form. The Mayor's awareness of relevance of the job responsibilities to the training is limited and I think that decision more appropriately lies with the department heads to make independently.

Current Policy

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Proposed Change

P. TRAVEL REIMBURSEMENT

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Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,
Emily McFarland, Mayor