

**Chapter 2 - Rules of the Board**

**APPENDIX B**

***ELIGIBILITY FOR***

***PER DIEM***

**DUNN COUNTY, WISCONSIN**

*September 3, 2014, Revision*

This pamphlet has been compiled to provide a summary of the ordinance provisions, procedures and a list of conditions under which per diem payments will be authorized, with the objective of making the submission, review and payment of claims effective and consistent. There is a sample per diem voucher on the last page for you to follow in filing your claims.

### **PER DIEM PROCEDURE**

1. There must be a published agenda and a copy of the minutes for the meeting on file in the County Manager's Office before the per diem will be authorized. Dates of meetings for per diem must correspond to minutes and agenda. If they do not correspond, no per diem payment will be made.
2. No more than two claims for per diem can be submitted for any one day.
3. All claims for per diem shall be submitted in the time period specified in section 2.21 of the Dunn County Code of Ordinances, "Rules of the Board."
  - The claim period is the day after a County Board meeting to the date of the next County Board.
  - All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends.
  - Claims submitted after the claim period deadline will not be paid.
4. All claims shall be countersigned and approved by the County Board Chairperson. Claims of the County Board Chairperson shall be countersigned and approved by the County Manager.
5. All payment for per diem, reimbursement for expenses, mileage shall be made by direct deposit.
6. If there are special programs (such as exhibitions of tree planting equipment, exhibitions of solid waste to energy, etc.) it is recommended that only one person from the committee who is responsible for that area of government attend the function and then report the results of the exhibition to the committee. Supervisors planning to attend events or functions such as this should obtain prior approval from the County Board Chairperson before attendance.

### **APPROVED COMMITTEES, COMMISSIONS, BOARDS, COUNCILS, ETC.**

Eligibility for per diem payments is approved for the committees, commissions, boards, councils and activities listed below. The County Board Chairperson may authorize per diem for attendance at meetings or events of other organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize.

- *Ad Hoc* Committees of the Dunn County Board of Supervisors
- ADRC Advisory Board
- Area Agency on Aging Board of Directors
- Chamber of Commerce
- Civil Service Rating Committee
- Committee on Administration
- Community Resource & Tourism Committee
- Dunn County Economic Development Corporation
- Dunn County Housing Authority
- Elk Creek Lake Protection and Rehabilitation District
- Emergency Medical Services Committee
- Ethics Inquiry Board

- Ethanol Advisory Committee
- Executive Committee
- Facilities Committee
- Fair Board
- Health and Human Services Board
- Highway Committee
- Historical Society Board of Directors
- Indianhead Federated Library System Board
- Inter County Meetings
- Judiciary and Law Committee
- Land Information Council
- Library Boards
- Library Planning Committee
- Local Emergency Planning Committee
- Neighbors of Dunn County Committee
- Planning, Resources and Development Committee
- Solid Waste/Recycling Management Board
- Traffic Safety Commission
- Transit Commission
- Tainter Menomin Lake Improvement Association
- Transportation Coordinating Committee
- Veteran Service Commission
- West CAP Board
- West Central Association of Land Conservation Committees
- Wisconsin Area Agency on Aging Board
- Wisconsin Association of County Extension Committees
- Wisconsin Association of Land Conservation Committees
- WCA (Wisconsin Counties Association) Conferences
- WCA County Ambassador Program
- WCA Steering Committee
- Wisconsin Counties Utility Tax Association
- Workforce County Consortium Board
- Workforce Resource Inc. Board
- Zoning Board of Adjustment

**The following are not eligible for per diem:**

- Cooperative Extension Planning Advisory Committee [*per Resolution 84-43*].

**EXPENSES AND MILEAGE REIMBURSEMENT**

1. Claims for reimbursement of expenses are governed Chapter 7, Subchapter III, of the Dunn County Code of Ordinances and subject to the claim period and submission deadlines contained in section 2.21, Rules of the County Board.
2. Claims for mileage reimbursement are subject to the claim period and submission deadlines contained in section 2.21 of the Rules of the Board and shall be at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

Approved by the Executive Committee on September 3, 2014.

Made an Appendix to the County Board Rules on October 15, 2014.

