

AMEND ARTICLE I, DIVISION 8 OF CHAPTER 7 OF THE WAUKESHA COUNTY CODE  
OF ORDINANCES REGARDING TRAVEL EXPENSE REIMBURSEMENT

WHEREAS, Section 7-95 of Article I, Division 8 of Chapter 7 of the Waukesha County Code of Ordinances sets forth the rules governing reimbursement for reasonable and necessary travel expenses of Waukesha County employees and the members of its boards, committees, commissions and authorities incurred in the performance of official duties; and

WHEREAS, it is necessary from time to time to update the rules regarding reimbursement for travel expenses; and

WHEREAS, it is desirable to modify the travel expense reimbursement provisions of the County Code in a manner that generalizes certain provisions to reduce the need for repeated future amendments.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that effective January 1, 2026, Section 7-95(a) of Article I, Division 8 of Chapter 7 of the Waukesha County Code of Ordinances is repealed and recreated to read:

Sec. 7-95. Travel expenses.

(a) Reimbursement generally. Employees and members of boards, committees, commissions and authorities shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties. Travel shall be undertaken by the most practical and economical means available. Exception to the below rates will be allowed if it is the most economical means for the overall cost of the trip or in instances of ADA compliance.

1. *Mileage.* The standard County employee mileage reimbursement rate shall be the same as the mileage rate established by the Internal Revenue Service to be used by taxpayers for business travel expense deductions unless established at a different rate by collective bargaining agreements.
2. *Registration fees.* Registration fees at conferences, conventions, seminars and workshops are fully reimbursed.
3. *Meals.* Reimbursement of actual and reasonable expenses will be made up to a maximum per diem meal costs as published by the U.S. General Services Administration.
4. *Lodging.* Includes all lodging expenses, applicable taxes, and resort fees related to accommodations, as detailed below:
  - a. The cost of overnight lodging (including room rate, tax and compulsory fees only) will be paid for by the County if the authorized travel is 40 miles or more from the Waukesha County Courthouse. Only single room rates are authorized for payment or reimbursement unless the additional parties represent the County in an authorized capacity. If the lodging receipt shows

more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the additional parties must be included.

- i. In-State. Waukesha County will reimburse lodging expenses at reasonable, single occupancy or standard business room rates using rates as published by the U.S. General Services Administration as a guide. When the hotel or motel is at the conference or convention site, reimbursement will be limited to the conference negotiated rate.
  - ii. Out-of-State. Maximum reimbursement for certain high-cost cities follows the annual index published by the State of Wisconsin Office of State Employment Relations, plus applicable taxes and fees. When the hotel or motel is at the conference or convention site, exception to the lodging rate is permitted, to limit unnecessary additional travel related costs, up to 120% of the published lodging rates. Further exceptions are permitted with department head approval.
5. *Parking fees.* Parking fees and toll charges incurred are fully reimbursed.
6. *Air fare.* Commercial air fare is fully reimbursed at the lowest fare for department approved travel times.
7. *Carpool Incentive.* Employees who use personal vehicles to transport other employees who would otherwise qualify for mileage reimbursement, for authorized and work-related purposes, will be eligible for mileage reimbursement in addition to the amounts authorized under section 7-95 (a)(1) as follows:
  - a. 3 employees in a vehicle, fifteen cents (\$0.15) per mile.
  - b. 4-5 employees in a vehicle, twenty-five cents (\$0.25) per mile.
  - c. 6+ employees in a vehicle, thirty-five cents (\$0.35) per mile.

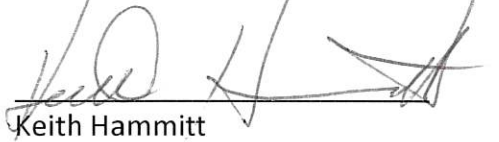
BE IT FURTHER ORDAINED that Subsection 6 of Section 7-95(c) of Article I, Division 8 of Chapter 7 of the Waukesha County Code of Ordinances is repealed and recreated to read:

6. Receipts are not required for meals. Receipts are required for all other reimbursable expenses over fifteen dollars (\$15.00).

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Presented by:  
Executive Committee

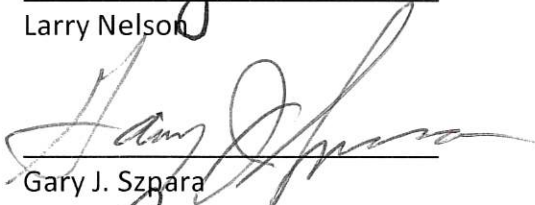
  
James A. Heinrich, Chair

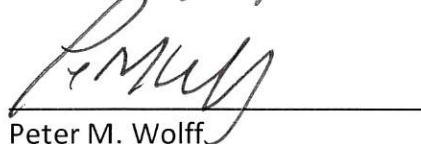
  
Keith Hammitt

  
Christine M. Howard

  
Jacob LaFontain

  
Larry Nelson

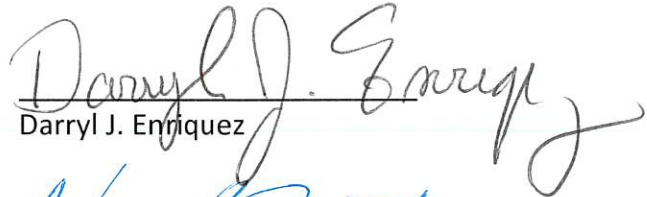
  
Gary J. Szpara

  
Peter M. Wolff

Approved by:  
Finance Committee

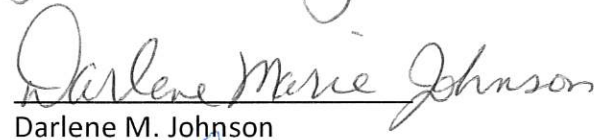
  
Gary J. Szpara, Chair

  
Timothy Dondlinger

  
Darryl J. Enriquez


  
Wayne Euclide

  
Joel R. Gaughan

  
Darlene M. Johnson

  
Brian Meier

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County,  
Wisconsin, was presented to the County Executive on:

Date: 12-01-2025   
Margaret Wartman, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County,  
Wisconsin, is hereby:

Approved: X

Vetoed: \_\_\_\_\_

Date: 12-1-2025   
Paul Farrow, County Executive

FISCAL NOTE

AMEND ARTICLE I, DIVISION 8 OF CHAPTER 7 OF THE WAUKESHA COUNTY CODE  
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Sections of the Ordinance with fiscal implications are listed below. All other provisions are continuations of current policy.

**SECTION 1. Changes made to Section 7.95(a)3 of the Waukesha County Code of Ordinances**

Section 1 of this ordinance approves new meal reimbursement rates for County employees. The previous per diem rates hadn't been updated since 2017. The new rates will be indexed to the maximum per diem meal costs as published by the U.S. General Services Administration. These changes are effective January 1, 2026.

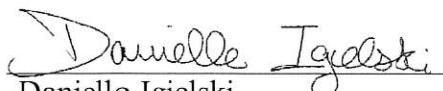
	<b>Current GSA Rates</b>	<b>Current In- State Rates</b>	<b>Current Out-of- State Rates</b>
Breakfast	\$16.00	\$10.00	\$12.00
Lunch	\$19.00	\$12.00	\$15.00
Dinner	\$28.00	\$23.00	\$25.00
Maximum Per Diem	\$63.00	\$45.00	\$52.00
First and Last Day of Travel	\$48.00	N/A	N/A

**SECTION 2. Changes made to Section 7.95(a)4 of the Waukesha County Code of Ordinances**

Section 2 of this ordinance updates in-state lodging to the use lodging rates as published by the U.S. General Services Administration as a guide, while allowing employees to stay at conference negotiated hotel sites.

In addition, Section 2 provides an exception to out-of-state lodging limits up to 120% when staying at conference negotiated hotel site. Exceptions beyond that amount require department head approval.

Any new costs associated with these changes will be managed within existing department travel budgets.



Danielle Igielski  
Finance Manager – Business and Accounting Services  
11/3/2025

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## ORDINANCE ADMINISTRATIVE FACT SHEET

Title of O/R:	AMEND ARTICLE I, DIVISION 8 OF CHAPTER 7 OF THE WAUKESHA COUNTY CODE OF ORDINANCES REGARDING TRAVEL EXPENSE REIMBURSEMENT	
Submitting Department:	Department of Administration	
Department Contact(s): <small>(Include dept. manager or staff who has worked on this ordinance in addition to the dept. head)</small>	Andrew Thelke, Director of Administration	
Who will appear at committee meetings?	Danielle Igielski, Business and Accounting Services Manager Andrew Thelke, Director of Administration	
Date of Co. Board Meeting at which you plan O/R to be considered:	11/25/2025	Fiscal Note by DOA? Yes
Routing Number:	Routing # 500-11-25	

**Does this O/R create or abolish any positions or involve other Human Resources issues?**

\_\_\_\_\_ Yes\*                        X   No

\* If yes, the ordinance should be reviewed by HR prior to submission to Corp. Counsel.

**Does this O/R appropriate or transfer expenditure authority, additional resources or change the Budget intent?**

\_\_\_\_\_ Yes\*                        X   No

\*If department staff developed a fiscal impact statement, please send to your assigned budget analyst concurrent with forwarding of O/R to Corp. Counsel.

**Does this O/R authorize the execution of any new or extended contracts/leases/MOUs or other agreements that obligate the County?**

\_\_\_\_\_ Yes\*                        X   No

\*If yes, the proposed documents must be forwarded to risk management and Corp. Counsel for approval. The O/R will not be forwarded to the Co. Board until related agreements receive approval. Departments are responsible for putting approved documents on file with the Co. Clerk.

**Are there documents (other than contracts, leases or MOUs) that should be included with this O/R before it goes to the County Board office?**

\_\_\_\_\_ Yes\*                        X   No

If yes, all documents must be received by Corp. Counsel before the ordinance can be forwarded to DOA for review. Contracts or leases that are affected by or are the subject of an O/R must be provided to Corp. Counsel.

**Has this O/R been reviewed by Corporation Counsel?**

  X   Yes                      \_\_\_\_\_ No

Sec. 59.14(1m), Wis. Stats. Summary (for publication purposes): This ordinance amends Chapter 7 of the Waukesha County Code regarding reimbursement of travel expenses.