

Resolution No. 2025-10-02

Authorizing and Establishing Travel Expense and Cost Reimbursement for Town Employees and Officials

STATE OF WISCONSIN

Town of Tomah

Monroe County

The Town Board of the Town of Tomah, Monroe County, Wisconsin, by this resolution, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

Reimbursement by the town is authorized for elected and appointed town officers and employees for the following travel, meals, and lodging costs and expenses authorized and incurred by these officers and employees in their duties for the town, as referenced in s. 60.321, Wis. Stats. The rates and the lodging, meal, and travel costs and expenses authorized for any travel event are as follows:

RATES

The Town of Tomah will not reimburse or pay any costs or expenses for meals, lodging, and travel by any town officer or employee unless the town board, or its designee, has approved in writing, in advance, the expenses and costs prior to these costs and expenses being incurred by the officer or employee. Notwithstanding anything in this resolution to the contrary, the town board will not approve nor make payment of any amount of any total costs and expenses incurred by a town officer or employee in excess of \$20 per day.

Under s. 19.59, Wis. stats., no "local public official," as defined in s. 19.42 (7x), Wis. stats., in any town action, including any travel event, may use his or her public position to obtain financial gain or anything of substantial value for his or her private benefit or that of his or her immediate family, as defined in s. 19.42 (7), Wis. stats., or for any organization with which he or she is associated, as defined in s. 19.42 (2), Wis. stats. Substantial value for purposes of this resolution is \$50 or more.

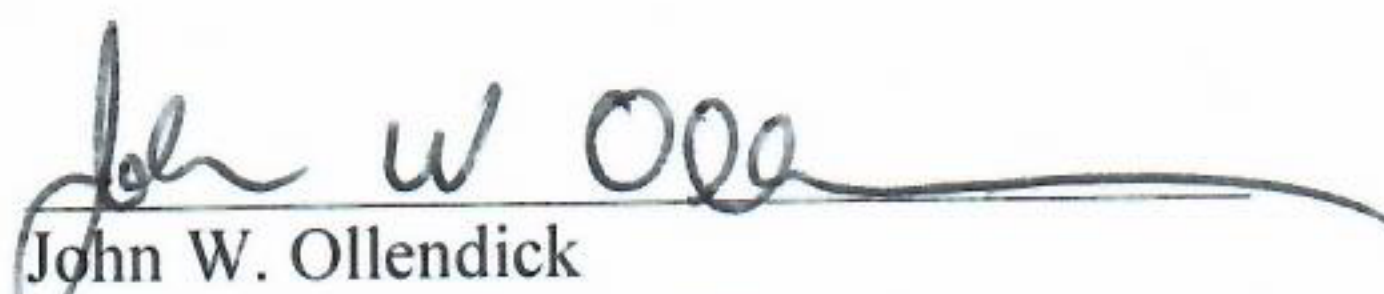
Upon proper written proof of payment timely submitted to the town clerk by a town officer or employee for authorized travel costs and expenses, or upon a sworn affidavit by the officer or employee timely submitted to the town clerk demonstrating the specific travel costs and expenses incurred by the officer or employee, the town shall provide, by the town clerk, timely payment to the officer or employee. Such written proof or sworn affidavit by the town officer or employee shall be submitted to the town clerk in writing within 5 days of the costs or expenses being incurred. The town shall not be required to make payment or reimbursement for expenses or costs not timely received as determined by the town board or its designees.

The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. stats.

Adopted this 13 day of October, 2025.



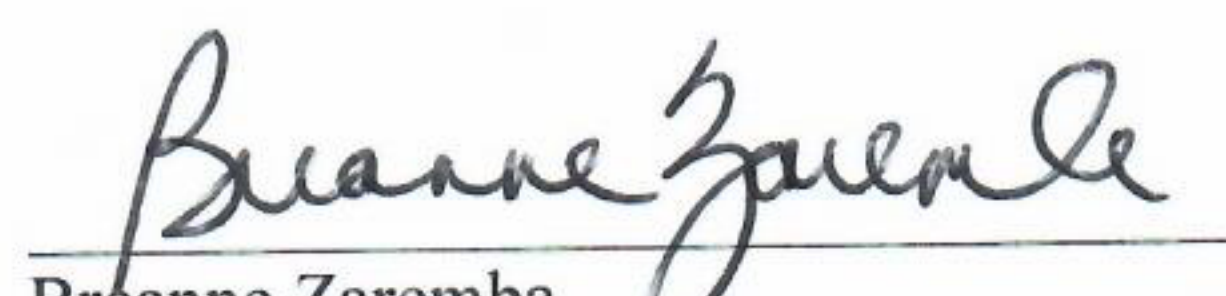
Todd R. Sparks
Chairman, Town of Tomah



John W. Ollendick
Supervisor 1, Town of Tomah



Ken Simon
Supervisor 2, Town of Tomah



Breanne Zaremba
Attest: Clerk, Town of Tomah