



LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.

Council Member Expense Reimbursement Policy

Adopted July 28, 2016

Sponsor County Members: According to the Lumberjack Bylaws, each Sponsor County is responsible for the reimbursement of expenses of their member, alternate or delegate to attend the quarterly Lumberjack Council Meetings. This includes mileage, registration and stipend by their individual county. Reimbursement of expenses for council members and/or alternates to attend all other approved Lumberjack meetings is the responsibility of the Lumberjack Council.

At-Large Members: Upon approval of an At-Large Council Member, expenses related to attending approved meetings and Directors & Officers Liability Insurance coverage will be paid by the Council. At-Large members may not receive a stipend if they are already being paid by their employer. At-Large members may not claim mileage if they have ridden to an approved Lumberjack meeting with another individual receiving reimbursement from Lumberjack or from his/her Sponsor County.

Treasurer Compensation: The Treasurer is reimbursed at the same rate as other Council members. However, since the Treasurer position is unique and requires bi-weekly visits to the Lumberjack administrative office in order to sign checks, review payroll and financial records, the Council reserves the right to change the compensation method of the Treasurer as they see fit.

Qualifying Expenses

Mileage - Paid at the current years' standard federal mileage reimbursement rate (2016=\$.54).

Meals – Paid no higher than the current year's standard federal rate (2016-Breakfast=\$11, Lunch=\$12, Dinner=\$23)
Note: If on an approved overnight Lumberjack business trip and a hotel offers continental breakfast, the member may not claim breakfast.

Stipend

At-Large Member to attend quarterly Council Meeting = \$50

At-Large Member to attend other approved Lumberjack meetings = \$50

Sponsor County Member to attend quarterly Council Meeting - \$0.00 (paid by Sponsor County – see policy above.)

Sponsor County Member to attend other approved Lumberjack meetings = \$50

Registration Fees

At-Large Member Council Meeting Registration Fees – Paid by Council

Sponsor County Member Council Meeting Registration Fees - Paid by Sponsor County

Other incidental travel expenses

Parking fees, tolls, lodging, etc. for approved Lumberjack business.

Claiming Reimbursement - In order to claim reimbursement, members must complete a Voucher (see example next page) and include receipts. Vouchers should be turned in to the office in-person, by email or mail 315 S. Oneida Ave, Suite 206, Rhinelander, WI 54501. Only one stipend is allowed per council member per day.

Revisions to Policy - The mileage & meal rates will be reviewed annually to adjust for changes to the federal rate. From time to time, other amounts will be reviewed and revised as necessary. This policy remains in effect indefinitely and may be changed at any time by the Lumberjack Council.

SAMPLE VOUCHER



Lumberjack

Resource Conservation & Development Council, Inc.

Serving the Wisconsin counties of:

Florence, Forest, Langlade, Lincoln, Marinette,
Menominee, Oconto, Oneida, Shawano and Vilas

VOUCHER FOR:

DATE	FROM (Location)	TO (Location)	PERSONAL VEHICLE			LODGING	REGISTRATIONS	MEALS	STIPEND \$50/day	TOTAL
			Miles	Rate	Amt					
				0.540	0					0
				0.540	0					0
				0.540	0					0
				0.540	0					0
				0.540	0					0
TOTAL										0

Signature _____

LUMBERJACK RC&D COUNCIL, INC.
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