

TOWN OF MOSEL

ORDINANCE NO. 2009-02

**AN ORDINANCE CREATING SECTION 1.07 OF THE TOWN OF MOSEL
MUNICIPAL CODE REGARDING EXPENSE REIMBURSEMENT**

WHEREAS, Section 60.321, Wis. Stats., authorizes a town board to provide for reimbursement of expenses necessarily incurred by any officer or employee of the town in the performance of official town duties; and, **WHEREAS**, the Town of Mosel Board of Supervisors desires to spell out the circumstances in which reimbursement may be obtained and the procedures for documenting and approving of the same; **NOW, THEREFORE**, the Town Board of the Town of Mosel, Sheboygan County, Wisconsin, does ordain as follows:

SECTION 1. Creating Code Section. Section 1.07 of the Town of Mosel Municipal Code is created to read as follows:

1.07 EXPENSE REIMBURSEMENT OF OFFICERS, APPOINTEES, AND EMPLOYEES

(1) If in the exercise of official duties expenses are incurred, the Town of Mosel may provide reimbursement. This may include mileage when conducting business on behalf of the Town (not including mileage to and from board or committee meetings), postal expenses, and telephone expenses. A record and documentation must be provided to the Town Clerk/Treasurer with any request for reimbursement. The rate for mileage reimbursement will be the Federal Allowance Rate.

(2) Attendance at meetings, other than the state towns convention, for the purpose of obtaining information or any necessary certification will be reimbursed if the meeting is organized by the Wisconsin Towns Association and the expense is limited to registration and mileage. Attendance at the state convention of the Wisconsin Towns Association shall receive prior approval if reimbursement is requested. All meeting registrations shall be secured through the Town Clerk/Treasurer or designee.

(3) The Town Board may approve a request for reimbursement that varies from paragraph 1 and 2.

SECTION 2. Severability. Should any portion of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

SECTION 3. Effective Date. Upon adoption, this Ordinance shall take effect the day after publication or posting.

Enacted on: February 10, 2009

TOWN OF MOSEL

By: _____
DIRK J. ZYLMAN, Chairman

CERTIFICATE OF ENACTMENT

I hereby certify that the foregoing Ordinance was duly enacted by the Town Board of the Town of Mosel on the date indicated above.

RACHEL REHBEIN, Town Clerk/Treasurer