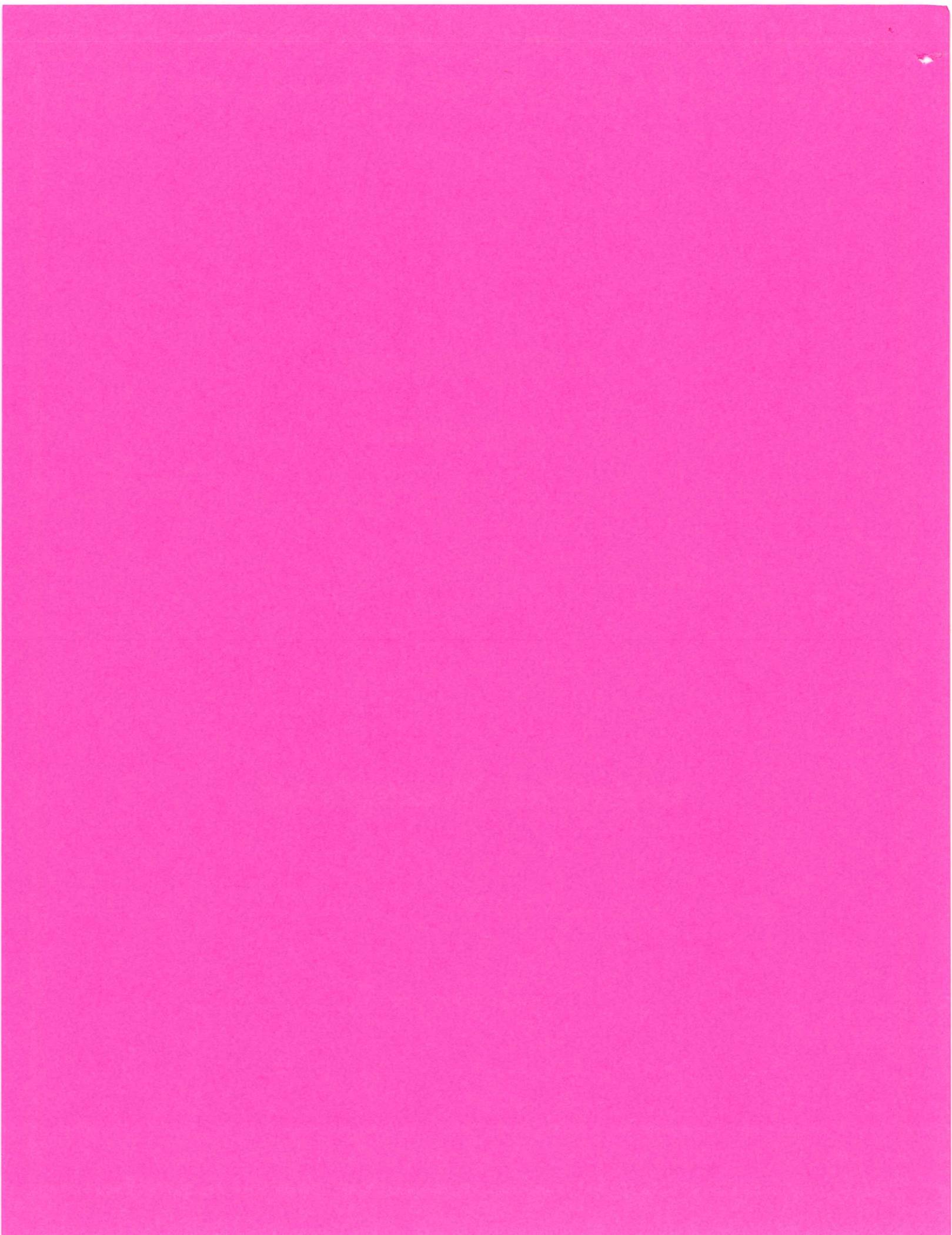


*ELIGIBILITY FOR
PER DIEM*

DUNN COUNTY, WISCONSIN

Revised March 22, 2006



This pamphlet has been compiled in an attempt to create consistency for payment of per diem claims, and to provide a list of conditions under which per diem payments will be authorized:

1. There must be a published agenda and a copy of the minutes for the meeting on file in the Administrative Coordinator's Office before the per diem will be authorized.
2. Dates of meetings for per diem must correspond to minutes and agenda. If they do not correspond, no per diem payment will be made.
3. Claims shall be submitted monthly, but may be submitted less frequently at the discretion of each supervisor. All reimbursement claims for a fiscal year must be submitted no later than March 1st of the following year. Claims submitted after March 1 for the preceding fiscal year will not be paid. All claims shall be counter signed by the Chair of the County Board. Claims of the County Board Chair shall be countersigned by the Administrative Coordinator. All payment for per diem, reimbursement for expenses, mileage shall be made by direct deposit.
4. 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.

Furthermore, in cases of this nature, it is proper to obtain prior approval from the County Board Chairperson before attendance at the function.

There will be a strict adherence to the following approved list for meetings of this nature.

APPROVED LIST OF COMMITTEE, COMMISSIONS, BOARDS, COUNCILS, ETC.

- Area Agency on Aging Board of Directors
- Chamber of Commerce (1 person)
- Civil Service Rating Committee
- Committee on Administration
- Community Resource & Tourism Committee
- Council on Aging
- Dunn County Development Corporation (1 person)
- 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
- Health Care Center Committee
- Highway Committee
- Historical Society Board of Directors
- Indianhead Federated Library System Board
- Inter County Meetings
- Judiciary and Law Committee
- Ad Hoc Land Use Planning Committee
- Library Boards
- Library Planning Committee
- Local Emergency Planning Committee
- Long Term Support Planning Committee
- Planning, Resources and Development Committee
- RC&D Council (1 person)
- Solid Waste/Recycling Management Board
- Traffic Safety Commission
- Veteran Service Commission
- W-2 Steering Committee
- WestCAP 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
- Wisconsin Counties Association Conferences
- Zoning Ordinance Board of Adjustments

Note: The following are not eligible for per diem:

- Housing Authority (per Wisconsin Statutes)
- Cooperative Extension Planning Advisory Committee (per resolution)

The County Board Chairperson will consider authorization of per diem for any event or organization outside of this list. In situations when the County Board Chairperson cannot be contacted, the Administrative Coordinator will be delegated the authority by the Chairperson to make a determination regarding per diem eligibility.

Following is a sample voucher for you to follow in filing your claims.

