

Richland County Committee

Agenda Item Cover

Agenda Item Name: Overages on room charges for training and conferences – Veterans Service

Department	Veterans	Presented By:	Administrator
Date of Meeting:	02 NOV 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	28 OCT 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to approve payment of room charges for Oct 11-15 Wisconsin County Veterans Service Officer Association for charges over government rate.

Background: *(preferred one page or less with focus on options and decision points)*

The Veterans Office attends a minimum of 2 Conferences a year. 1 room per employee.

Charge Amount = (\$95.00 per night) x 4 nights = \$380.00 (association negotiated rate)

Government Rate = (\$82.00 per night) x 4 nights = \$328.00 (Rate provided) (WI Div of Pers. Mgmt)

Difference = \$52.00 Payment to Karen Knock

Handbook Language: (pg25, 1) *Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate...*

Attachments and References:

Paid bill		https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide.pdf
Hotel Retlaw statement		

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5550.0000.5336
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$52.00 Payment

Approval:

Karen Knock

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)