

ORD. AMDT. 27, 10-11

AMENDING CHAPTER 20 OF THE DANE COUNTY CODE OF ORDINANCES,  
REGARDING PRIOR AUTHORIZATION FOR CONFERENCES & TRAINING

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Subsection 29.08(1) is created to read:

**20.08 REPORTING REQUIRED.** All claims for reimbursement of expenses shall be made on such forms as the committee may from time to time designate. Except for claims under five (5) dollars and termination vouchers, claims for reimbursement shall be submitted on a monthly basis.

(1) Department heads shall maintain a report of training requests approved and denied and associated costs to be presented annually to, or at the request of, the department's oversight committee and the Personnel & Finance Committee.

ARTICLE 3. Section 20.09 is amended to read as follows:

**20.09 PRIOR AUTHORIZATION REQUIRED.**

(1) No elected official or employee shall be reimbursed for expenses incurred in connection with attendance at any conference, convention, meeting or seminar, except with prior written approval of his or her department head.

(2) No member of the Dane County Board of Supervisors or any volunteer of Dane County service shall be reimbursed for expenses incurred in connection with attendance at any conference, convention, meeting or seminar, except with prior written approval of the county board chairperson.

(3) No person shall be reimbursed for expenses incurred in connection with attendance at any conference, convention, meeting or seminar outside the continental United States, except with prior written approval of the county board and the county executive.

(4) PSE, LTE, provision employees and other employees having only temporary or part-time status shall not be reimbursed for expenses incurred in connection with attendance at any conference, convention, meeting or seminar, except with prior written approval of his or her department head.

(5) In computing *total costs* for purposes of this section, all items of transportation, lodging, meals, fees and other reimbursable expenses shall be included.