



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: April 4, 2023
TO: Finance Committee
FROM: Shawn M. Alfred, Finance Director/Treasurer
RE: Request for exception to City EPM Travel Expectations/Expenses - Lodging for 2 Finance Dept. Employees

The Finance Director and Comptroller have an opportunity to attend the Wisconsin Government Finance Officers Association (WGFOA) Spring 2023 training event, April 20th and April 21st, that will be held at the Osthoff Resort in Elkhart Lake, WI. The conference's theme is focusing on Budgeting and Funding for the Future with multiple presentations over the two-day event. As detailed on the attached agenda, there is a networking event the night of the April 20th that would be valuable to attend and participate in.

As detailed in the City of Manitowoc's Employee Policy Manual (EPM) Article 8: Training/Expenses, Section 2, Subset B – Lodging: "Lodging expenses shall not be reimbursed for meetings or conferences held within 50 miles of City Hall, unless prior written approval is obtained by your supervisor."

The distance from City Hall to the Osthoff Resort is approximately 32 miles; below the 50-mile threshold for overnight lodging to be allowable. The WGFOA is honoring the state rate of \$90 per night per room; a total expense of \$180 incurred for lodging. The alternative would be for the individuals to drive to the event for both days, a maximum of 4 trips per individual; 8 trips in total. At 32 miles a trip and the IRS reimbursement being \$.665 per mile, mileage expense for the alternative would be \$85.12 per individual; \$170.24 total.

The request is for approval from the Finance Committee (Finance's Standing Committee) for an exception from the EPM to allow the Finance Director/Treasurer and Comptroller to incur the expense of lodging for the training event mentioned above.

Thank you for your consideration.
