Form Revised 09/19/2016 (Split between PR & AP)

COUNTY OF BURNETT

STATE OF WISCONSIN

NAME AND ADDRESS

Payroll Check Date: _____

Office Use

Per Diem and Expense Reimbursement Claim

Date	Time of Meeting	Per Diem / Chair Pay	Drove to GC - Taxable		Did not Drive to GC - Non-Taxable		Official Business / Committee Represented / Meeting Location	Time Left Home	Time Returned Home	Breakfast	Lunch	Dinner	Amount/Description		Account
			X	Miles	X	Miles		Meals					Other Items		
Column Totals							Per Diem/Meeting: 1st $75/2nd $25/3rd $0		Taxable Meals						
01/01/16 IRS Rate/Mile				$0.540		$0.540	Standing Committee Chair Payment: $25		Non-Taxable Meals				Receipts are required for reimbursement of meals and other items.		
Total Mileage: Taxable/Non-Taxable							Required for Meal Reimbursement: Include time left and time returned.	**Payroll**					**Accounts Payable**		
Miles to/from home to the government center (GC) for all meetings are taxable. If you stop at the GC en route to an off-site meeting location you must split your miles between both the taxable and non-taxable columns.										Taxable	Non-Taxable			Taxable	Non-Taxable
								Per Diem & Standing Committee Chair Pay							
								Mileage							
								Meals					Meals		
													Other Items		
								Payroll Check Total					**Accounts Payable Check Total**		

Signature _____ **Date** _____