



STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

CORRESPONDENCE MEMORANDUM

DATE: November 12, 2014
TO: Employee Trust Funds Board
Teachers Retirement Board
Wisconsin Retirement Board
FROM: David H. Nispel, General Counsel
SUBJECT: Board Member Compensation and Reimbursement Policy

Staff requests that the Employee Trust Funds Board, Teachers Retirement Board and Wisconsin Retirement Board discuss and consider adopting the Board Member Compensation and Reimbursement Policy for Attending Board Meetings.

The attached policy is intended to ensure that board members have an understanding of the compensation and expenses that will be allowed for attending board meetings.

Staff will be at the Board meeting to answer any questions.

Attachment: Board Member Compensation and Reimbursement Policy

Reviewed and approved by Robert J. Conlin, Secretary

Electronically signed 11/21/14

Board	Mtg Date	Item #
JM	12.11.14	5B
ETF	12.11.14	4C
TR	12.11.14	3B
WR	12.11.14	4B

**Board Member Compensation and Reimbursement Policy for
Attending Board Meetings
Adopted: _____**

This compensation and reimbursement policy is intended to ensure that board members have an understanding of the compensation and expenses that will be allowed for attending board meetings. This policy pertains to members of the Employee Trust Funds Board, Wisconsin Retirement Board and Teachers Retirement Board.

Applicable law

General

Wis. Stat. s. 15.07 (5) provides: “. . . the members of each board shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, such reimbursement in the case of an officer or employee of this state who represents an agency as a member of a board to be paid by the agency which pays the member’s salary. The members shall receive no compensation for their services, except that the following members of boards, except full-time state officers or employees, also shall be paid the per diem stated below for each day on which they were actually and necessarily engaged in the performance of their duties.”

Per Diem

Wis. Stat. s. 15.07 (5) (f) provides: “Members of the teachers retirement board, appointive members of the Wisconsin retirement board, appointive members of the group insurance board, members of the deferred compensation board and members of the employee trust funds board, \$25 per day.”

Expenses

Wis. Stat. s. 20.916 (1) provides in pertinent part that “[s]tate officers and employees shall be reimbursed for actual, reasonable, and necessary traveling expenses incurred in the discharge of their duties in accordance with sub. (9).” Subsections 20.916 (9) (b), (c), (d) and (f) refer to lodging, meals, other allowable travel expenses, and transportation, respectively.

Reimbursing certain travel expenses

This policy adopts the lodging, meals, and mileage (personal vehicle) expense rates for expenses incurred in Wisconsin identified in the Travel Schedule Amounts (TSAs) within the state’s Compensation Plan (Attached as a reference source is the Pocket Travel Guide 2013-15 prepared by the Office of State Employment Relations which outlines state travel guidelines). Expenses incurred in order to attend board meetings is limited to allowable in-state travel. Any exceptions must first be approved by the Secretary, upon consultation with the Board Chairperson.

Lodging expenses

Single occupancy hotel rooms are reserved the night before board meetings. If a board member has additional guests, it is the responsibility of the board member to notify the hotel and pay all amounts in excess of the State rate. If a board member pays for the hotel room personally, the State rate can be added to the travel voucher document along with a copy of the hotel receipt for reimbursement. A tax-exempt document can be provided to board members who make their own hotel arrangements.

Submitting expenses to ETF

Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. Board members shall submit their actual, reasonable and necessary travel expenses to the Board Liaison located at ETF within two weeks of completion of the travel. If circumstances arise that are not specifically covered in this policy, a board member should discuss the matter with the board liaison prior to incurring the expense.