

Commissioner Per Diem and Mileage

I. POLICY

- A. STATEMENT OF POLICY:** The Cass County Board of Commissioners sets forth the following Per Diem and Mileage Policy for the purpose of providing specific parameters and uniformity as to the availability of obtaining mileage and set per diem fee for a commissioner's attendance at various meetings, events, and other relevant activities, as well as providing a collective understanding as to the authority and proper process for submitting mileage and charging a per diem fee to the County.

II. AUTHORITY

A. LEGAL AUTHORITY:

1. Public Act 156 of 1851 [MCL 46.11 et seq.] provides that the Cass County Board of Commissioners may prescribe and fix the salaries and compensations of employees of the County.

B. BUDGET

1. The Cass County annual budget shall recognize costs for per diems and mileage for currently elected Commissioners in allowable circumstances consistent with the policy.

III. PER DIEM DEFINED

- A.** A per diem is the amount of money set forth for attendance at a single meeting at a rate adopted by the Board of Commissioners that is allowed to a current elected Cass County Commissioner for attendance at certain meetings and is consistent with this policy to recognize, in part, the value of a Commissioner's time, use of personal resources and participation in the community and Southwest region of Michigan in various ways that provides additional information, supporting and assisting an elected Commissioner and the whole of the Cass County Board of Commissioners in their policy making and budget oversight functions.

IV. MILEAGE DEFINED

- A.** The current Internal Revenue Service standard mileage rates shall be applied and paid to the current elected Commissioners for all business miles driven and allowable pursuant to this policy to recognize, in part, the wear and tear on a Commissioner's vehicle, personal insurance maintained, gasoline and other relevant costs.

V. PER DIEM AND MILEAGE APPLICATION

A. REGULAR BOARD MEETINGS

1. An elected Cass County Commissioner shall receive mileage but not receive a per diem for attendance at the twice monthly regular Board of Commissioners meetings.

B. SPECIAL MEETINGS AND WORKSHOPS

1. An elected Cass County Commissioner shall receive mileage but not a per diem for attendance at up to and including two Special Meetings in a single calendar year.
2. An elected Cass County Commissioner shall receive mileage but not a per diem for attendance at up to and including two Workshops [generally a half or whole day devoted to one or more topics] in a single calendar year.
3. In the event that more than two of any of the above specific meeting types are called during a single calendar year, a commissioner attending three or more of a specific type listed in 1 and 2 above will be paid and a per diem for each such meeting, over two, attended.

C. APPOINTED BOARDS, COMMISSIONS , AND COMMITTEES

1. For attendance at any meeting of a Board, Committee, Commission, Council, or other agency meeting to which an elected Commissioner is currently appointed by the Cass County Board of Commissioners, the Commissioner shall receive a per diem and mileage for attendance.

2. A Commissioner who otherwise attends an agency meeting or meetings that the Chair of the Board of Commissioners has specifically recognized and approved as a "Special Project" worthy of a per diem, may receive a per diem and mileage for attendance at each such meeting.
3. EXCEPTION TO APPOINTMENTS WHERE MILEAGE IS ALLOWED: Anytime a current Cass County Commissioner chooses to attend a meeting in Cass County as a representative of a Township, Village, City, or a constituent of Cass County they shall receive mileage reimbursement for attendance at same.
4. No Double Dipping. An elected Commissioner cannot accept two per diem payments for attendance at a single meeting. Generally, where an agency pays a per diem to an elected Commissioner for attendance at that agency's meeting, the Commissioner may not also charge Cass County for a per diem for such attendance at such meeting.
 - a. Where the per diem provided by the agency to an elected Commissioner is under the County approved amount, the elected Commissioner may charge the County the difference between the amount received from the agency and the amount allowable from the County.
 - b. Where the mileage provided by the agency to an elected Commissioner is under the County approved amount, the elected Commissioner may charge the County the difference between the amount received from the agency and the amount allowable from the County.
5. Commissioner appointments to boards, commissions, and committees will be reviewed by the Per Diem & Mileage Workgroup and forwarded to the Chair for verification and approval.

D. COMMISSIONER INVITATIONS

1. GOVERNMENTAL AND POLITICAL MEETINGS

- a. A currently elected Cass County Commissioner shall not receive a per diem but shall receive mileage for attendance at any Township, Village or City meeting(s) of that governmental entity's elected officials' governance body, unless specifically provided otherwise in this policy.
- b. A currently elected Cass County Commissioner shall not receive a per diem or mileage for attendance at any political party meetings.

2. LUNCHEONS, DEDICATIONS, CELEBRATION S, AND DINNERS

- a. A currently elected Commissioner who attends by choice a dinner, breakfast, luncheon, dedication, celebration, "opening", ribbon cutting, and/or other such function, having received an invitation, shall not receive a per diem but shall receive mileage for their attendance.

3. ATTENDANCE AT TRAININGS, CONFERENCES, AND SEMINARS

- a. A currently elected Commissioner who is properly registered and attends a training, conference, or seminar for which the county of Cass pays a registration fee for his / her attendance shall not receive a per diem but shall receive mileage.
- b. A currently elected Commissioner who is properly registered and attends a training, conference, or seminar for which there is no registration fee that must be paid by Cass County for his / her attendance shall receive a per diem. For example: A currently elected Commissioner who attends a free MAC conference or meeting shall receive a per diem and mileage if he / she is registered and attends.

4. OTHER

- a. An elected Cass County Commissioner shall **receive** mileage **but** not a per diem for a meeting to which a request to attend had been made by the County Administrator, Chair, or Vice-Chair.
- b. A commissioner acting in their official capacity as a committee member shall receive mileage but not a per diem for any meetings related to carrying out the business of said committee.
- c. Any meeting, event or other activity not recognized within this policy otherwise attended by the choice of a currently elected Commissioner, such Commissioner shall not receive a per diem or mileage except as otherwise allowed under this policy.

VI. PROCESS FOR SUBMITTING PER DIEM AND MILEAGE REQUESTS

A. REQUESTS FOR PAYMENT SUBMITTED QUARTERLY

1. All requests for payment of per diems and mileage shall be submitted on a quarterly basis on forms provided through the Per Diem & Mileage Workgroup: October 1st, January 1st, April 1st, and July 1st.
2. At a minimum, the information to be submitted for each per diem and mileage shall include:
 - a. The date of the meeting
 - b. Name of agency / event and board / group
 - c. Location
 - d. Mileage incurred
3. All requests for quarterly payments of per diems and/or mileage will be submitted to the Per Diem & Mileage Workgroup on or before the fifteenth day of the month in which it is due.
4. Requests for quarterly payments of per diems and/or mileage approved by the Per Diem & Mileage Workgroup shall be forwarded to the Chair or Vice-Chair for approval and submission for payment.
5. All requests for quarterly payment of per diems and/or mileage shall be paid timely.

VII. POLICY

A. EFFECTIVE DATE

1. This Per Diem and Mileage Policy shall be effective on the date approved by the Cass County Board of Commissioners.

ADOPTED: 06/15/2017

AMENDED: 09/06/2018

AMENDED: 04/21/2022