

Commissioner Mileage

I. POLICY

A. STATEMENT OF POLICY: The Cass County Board of Commissioners sets forth the following Mileage Policy for the purpose of providing specific parameters and uniformity as to the availability of obtaining mileage 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 mileage for currently elected Commissioners in allowable circumstances consistent with the policy.

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. Resolution R-188-22 was approved on 10/6/2022. The resolution increased the base salary for Commissioners and thus eliminated the payments of Per Diems for attending meetings and paying mileage for in-county travel. Commissioners shall not be paid any per diem payments or mileage for travel within Cass County for attending meetings. Commissioners shall only be eligible to receive mileage for travel outside of Cass County for conducting county related business. The restructuring of wages, per diem and mileage went into effect on January 1, 2023.

VI. PROCESS FOR SUBMITTING MILEAGE REQUESTS

A. REQUESTS FOR PAYMENT SUBMITTED QUARTERLY

1. All requests for payment of 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 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 mileage traveled outside of Cass County.
4. Requests for quarterly payments of 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 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

AMENDED: _____

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