

**CARBON COUNTY BOARD MEMBER
OPTIONAL MILEAGE REIMBURSEMENT PLAN**
Effective July 1, 2022

On July 1, 2022, the Board of Carbon County Commissioners implemented an optional mileage reimbursement plan for individuals appointed to various boards by the County Commissioners. If you are a member of a board and have been appointed to that board by another entity, this plan does not apply to you.

The following are general rules regarding this plan. A detailed process will then follow.

- This plan is on an annual basis at the approval of the Board of Carbon County Commissioners. At the end of this period, the Board of County Commissioners may opt to continue or cease the plan.
- At any time, the Board of County Commissioners may make any changes to the plan for any reason whatsoever.
- This plan does not apply to board members appointed by entities other than the Board of Carbon County Commissioners.
- This plan does not apply to temporary committees, boards, or groups, even when formed and/or appointed by the Board of Carbon County Commissioners.
- This plan is optional. Board members are not required to request mileage reimbursement from the County.
- Requests for mileage reimbursement must be received (not postmarked) by the County Clerk within 30 (thirty) days of your board's meeting date that you attend. Any payment requests made after the 30-day deadline will not be paid. There will be no exceptions to this rule.
- You must travel at least 6 miles, round trip from your residence to the meeting place, to be eligible for mileage reimbursement.
- Reimbursement will be at **\$0.55 (fifty-five cents)** per mile.
- Reimbursement will only be made to members for attendance at regular meetings. Reimbursement for meetings or training called beyond regular meetings will not apply unless a specific request is made by each board member to the Board of County Commissioners. The regular meeting days will be determined by your board's bylaws and/or records of the County Clerk. A listing of the Clerk's records of regular meeting days will be attached to this notice. If these records are incorrect, please notify the Clerk immediately as these are the only meetings that you will be eligible for reimbursement.
- The individual requesting reimbursement AND the Chairman or Acting Chairman of each board must sign your reimbursement request. This is to verify that you were in attendance (in person) at the meeting. Reimbursement shall not be made if both signatures are not included on your reimbursement form. In the case that the Chairman is requesting reimbursement, another board member must sign his/her reimbursement request form where indicated.
- County employees appointed to a board by the County Commissioners will receive reimbursement of **\$0.55 per mile**. County employees not officially appointed to a board but attending a board meeting on behalf of the county will be paid the rate paid to county employees at that time.

Process for requesting reimbursement:

1. Attend a regular meeting called by the Board you are a member of. Reimbursement will not be given for special meetings, workshops, or meetings held in addition to what is called for in your Board's Bylaws and/or the County Clerk's records unless a special request is made to the Board of County Commissioners as explained above.
2. Determine if you wish to receive mileage reimbursement for your attendance. Again, this is optional
3. Verify that you have traveled at least 6 (six) miles round trip to your meeting.
4. Complete and sign the *Carbon County Board Member Mileage Reimbursement Form (MRF)*. Reimbursement will be made at a rate of **\$0.55 (fifty-five cents)** per mile.
5. Have the Chairman or Acting Chairman sign your *MRF*. If the Chairman or Acting Chairman is requesting reimbursement, have another board member sign your *MRF*.
6. Return the original MRF to the County Clerk within 30 days of the meeting date. The form must be received (not postmarked) within 30 days. Late requests will not be paid – no exceptions. The address for the County Clerk is on the *MRF*.
7. The County Clerk will submit your request to the Board of Carbon County Commissioners. Upon approval from the Commissioners, a county warrant will be mailed to you. (The County Treasurer will not make cash payments for board mileage reimbursement)

CARBON COUNTY BOARD MEMBER MILEAGE REIMBURSEMENT FORM

For County Clerk's Use Only

Total to Pay: \$ _____
Line Item # _____

**Please use one form per meeting.
Do not combine multiple reimbursement requests on one form
or they will be returned to you unpaid.
(Please Print)**

Name _____

Mailing Address _____
Street or PO Box _____ City _____ State _____ Zip _____

Phone Number: _____

Board Name _____

Meeting Date _____ Meeting Location _____
Building Name, City _____

Date	From	To	# of Miles (Round Trip) Must be greater than 6	Rate Per Mile	Total Reimbursement Due
				\$0.55	

I, _____, do solemnly swear that the within bill is just and correct and that the whole nor any part thereof has been paid before by Carbon County or by any individual, so help me God.

Board member signature

Date

(The Chairman or Acting Chairman must also sign this request. If the Chairman is requesting reimbursement, another board member must sign below to verify attendance)

As the Chairman or member of the above referenced board, I certify that the individual requesting mileage reimbursement on this form did attend the meeting at the time and place stated.

Chairman or board member signature

Date

**This form must be received by the following no later than 30 days after the meeting date above:
Carbon County Clerk, P.O. Box 6, Rawlins, WY 82301
(307) 328-2668 or 1-800-250-9812 • Fax: (307) 328-2669**