

## **SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS**

### **1.00 Definitions**

- 1.01 Employee
- 1.02 Headquarters City
- 1.03 Lowest Appropriate Airfare
- 1.04 Traveler
- 1.05 Travel Status
- 1.06 Volunteer

### **2.00 Authority for Travel**

- 2.01 Authorization
- 2.02 Appropriateness

### **3.00 Mode of Transportation**

- 3.01 Air Travel
- 3.02 Travel By Train
- 3.03 Travel By Bus
- 3.04 Taxis and Airline Limousines
- 3.05 Automobile and Motorcycle Transportation
- 3.06 Special Mode Transportation

### **4.00 Meal Expenses**

- 4.01 Meal Claims
- 4.02 Maximum Meal Amounts
- 4.03 Meal Receipts
- 4.04 Timeframes for Meal Reimbursement
- 4.05 Modification of Timeframes for Employees Working Nonstandard Hours
- 4.06 Alcoholic Beverages
- 4.07 Bottled Water Reimbursement for International Travel

### **5.00 Hotel and Motel Expenses**

- 5.01 Lodging Claims
- 5.02 Maximum Lodging Rates
- 5.03 Exceeding the Maximum Lodging Rate
- 5.04 Checkout Times and Extended Stays
- 5.05 Lodging Receipt Requirement
- 5.06 Non-licensed Facilities
- 5.07 Government Discounts

## **Section F – TOC**

### **6.00 Meeting Facilities**

- 6.01 State-Sponsored Meetings, Training and Conferences
- 6.02 Exceptions

### **7.00 Other Allowable Travel Expenses**

- 7.01 Laundry, Cleaning and Pressing Charges
- 7.02 Telephone
- 7.03 Portage
- 7.04 Registration Fees

### **8.00 Expenses in an Employee's Headquarters City**

### **9.00 Traveling With Spouse**

### **10.00 Reimbursement for Moving Expenses**

- 10.01 Authority
- 10.02 Minimum Distance
- 10.03 Maximum Amount
- 10.04 International Moves

### **11.00 Applicant Interview Expenses**

### **12.00 Temporary Lodging Allowance**

### **13.00 Food and Lodging Allowance for Legislators**

### **14.00 Miscellaneous**

- 14.01 Weekend Expenses
- 14.02 Expenses for Volunteers
- 14.03 Expenses for Reasonable Accommodations
- 14.04 Payment for Unauthorized Travel Prohibited
- 14.05 Primary References to Department of Administration's (DOA) Statutory Responsibility  
Relative to Audit of Travel Claims
- 14.06 Penalty for Filing Fraudulent Travel Claim
- 14.07 Advancement of Travel Expenses

## **INTRODUCTION**

In accordance with s. 20.916(8), Wis. Stats., the DER Secretary, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; portage tips; moving expenses; temporary lodging allowances; and meal and

## **Section F – Introduction**

lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER) and remain in effect until the first day of the month following modification by JCOER. Department of Administration (DOA) is responsible for the audit of travel expenses to insure compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense.

Provisions in labor agreements for represented employees, that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines and postal service as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the U.S. State Department Per Diem rates shall be used. If State Department rates are not available, the U.S. Department of Defense rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

### **1.00 Definitions**

**1.01 Employee:** Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.

**1.02 Headquarters City:** The area within the city or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The head of the department or delegated designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.

## Section F – 1.03

**1.03 Lowest Appropriate Airfare:** Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time and may require one plane transfer without regard to carrier, aircraft, and connecting airport.

**1.04 Traveler:** Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

**1.05 Travel Status:** When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

**1.06 Volunteer:** Any person not in employee status, who provides service to the state.

## 2.00 Authority for Travel

### 2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the agency head or designee.

### 2.02 Appropriateness

The head of the department or delegated designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibility or duties of the employee's unit. See s. 16.53(12)(b), Wis. Stats.

Before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the department head or delegated designee should insure that a clear state interest is being served by allowing more than one employee to attend. See s. 16.53(1)(c)7., Wis. Stats.

## 3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The agency head or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

## Section F – 3.00

When a number of state employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

### 3.01 Air Travel

**NOTE:** Refer to the DOA's State Procurement Operational Bulletin on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. The agency head or designee may reimburse at a rate other than the lowest appropriate airfare only when the traveler provides an explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and receipt for payment attached to the travel voucher. Credit card charge copies alone are not acceptable as documentation.

Where airfare is being billed directly to a state agency by a travel agency, the invoice and other attachments to the payment voucher should reflect the following information:

- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

**NOTE:** Benefits from any airline promotion program such as free tickets for frequent fliers or credit vouchers for bumping belong to the State of Wisconsin and must be turned over to the agency fiscal officer.

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) If under s. 20.916(5)(a), Wis. Stats., use of a private airplane is authorized by a department head, reimbursement will be made at the rate of 32.5 cents per mile.

## Section F – 3.01

- (4) To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limousine service between terminal facilities and hotels. Unless properly justified, claims for taxi or limo service should be limited to the rate for the regularly scheduled airport or limousine shuttle service.

### 3.02 Travel by Train

Under s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach unless overnight, where accommodations should be limited to roomette. Receipts are required for reimbursement.

### 3.03 Travel by Bus

Employees traveling within the headquarters city and between Madison and downtown Milwaukee or Chicago shall travel by bus whenever feasible, as determined by the department head or designee. Receipts are required for reimbursement of travel between cities.

### 3.04 Taxis and Airline Limousines

Reasonable charges for taxis and airline limousines, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Employees are required to obtain receipts where the cost of a one-way fare will exceed \$15.

### 3.05 Automobile and Motorcycle Transportation

- (1) Use of State Pool Cars
  - (a) Management shall encourage employees to use state pool cars whenever feasible and whenever an automobile is required for conducting official state business unless a state-owned vehicle is already personally assigned.
  - (b) When using state pool cars, passengers should be limited to state employees or travelers engaged in official state business.
  - (c) Credit cards are provided with each car and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned automobiles which can be claimed on a travel voucher as reimbursable are:
    1. Storage, parking and toll charges.

## Section F – 3.05

2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the car are required.
  3. Emergency expenditures related to operation of the automobile. Receipts showing the fleet number of the car are required.
- (d) Personal use of a pool car is not permitted.
- (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (2) Use Of Personally-Assigned State-Owned Vehicles
- (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
  - (b) An employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 32.5 cents per mile, plus sales tax, pursuant to s. 20.916(7), Wis. Stats.
  - (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (3) Use Of Privately-Owned Automobiles or Motorcycles
- (a) Employees whose accumulated personal car business mileage per round trip to and from their headquarters city is:
    1. Less than 50 miles, shall be reimbursed at the rate of 32.5 cents per mile. Employees may be required to secure a non-availability slip, at the discretion of the employing agency.
    2. More than 50 miles, but less than 300 miles,
      - a. shall be reimbursed at the rate of 32.5 cents per mile if their agency maintains a central pool and issues them a non-availability slip.
      - b. shall be reimbursed at the rate of 32.5 cents per mile if their agency maintains no central pool and the DOA central fleet (for employees in the Madison area) issues a non-availability slip.
    3. More than 300 miles, shall be reimbursed at the rate of 32.5 cents per mile if both the employee's agency, when appropriate, and the

## Section F – 3.05

DOA central fleet (for employees in the Madison area) issues a certification of non-availability.

4. These requirements may be waived on an individual basis, if that agency can demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.
- (b) The non-availability slip should include the date of the request as well as the dates for which a pool car is requested and must be signed by the agency dispatcher or DOA Central Fleet representative. Non-availability slips are not required when employees do not have access to fleet vehicles within their headquarter city.
- (c) Except as provided in (a)1. above, if an employee uses his or her own car, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats.

**NOTE:** Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.

- (d) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (e) Upon recommendation of the agency head and DOA approval:
  1. An additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment. See s. 20.916(4)(b), Wis. Stats.
  2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).
  3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).
  4. Disabled persons who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for disabled employees is available, the reimbursement rate shall be 45 cents per mile unless a non-availability slip has been obtained.

## Section F – 3.05

**NOTE:** Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals for nondelegated agencies should be forwarded to the State Bureau of Financial Operations, as well as being kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

- (f) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, as provided in s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 16.2 cents per mile, subject to the following conditions:
1. Only one individual may be transported on a single motorcycle.
  2. The agency head may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
  3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.
- (g) For travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points. See s. 20.916(4)(c), Wis. Stats.

The employee's supervisor/department head should give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, should not exceed what would ordinarily have been incurred had the most practical means of public transportation been used. In cities with extensive bus systems, travelers should utilize the bus whenever practical.

- (h) Parking charges incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the head of the agency, pursuant to s. 20.916(9)(e), Wis. Stats.

## Section F – 3.05

- (i) When management determines that an employee's vehicle is required for travel to a work site removed from the assigned headquarters, the employee shall be reimbursed for mileage from home to the work site, or from the assigned headquarters to the work site, whichever is closer.

When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employer will reimburse mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.

**NOTE:** See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

Mileage payments from home to the assigned headquarters are not allowed.

- (j) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.
- (4) Car Rentals

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors, provided the rental cost (including CDW) is less expensive and services are equal to the contract vendors.
- (b) The CDW for domestic rentals shall be purchased when renting from non-contract vendors. For international rentals, CDW should always be purchased, whether renting from contract or non-contract vendors.
- (c) Be prepared to provide identification of state employment.
- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or

## Section F – 3.05

extra space is needed for equipment. Claims for larger vehicles must be justified in writing.

- (e) Claims for reimbursement must be supported by the original paid receipt.
- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

**NOTE:** Refer to the DOA's State Procurement Operational Bulletin on Rental Cars for additional detailed information.

### 3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

## 4.00 Meal Expenses

### 4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals.

### 4.02 Maximum Meal Amounts

- (1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$17.00

- (2) For out-of-state travel, the following meal maximums shall apply.

As of July 1, 2001	
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

## **Section F – 4.02**

- (3) The maximum allowable tip is 15% of the meal claim per s. 20.916(9)(d)2., Wis. Stats.
- (4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.
- (5) Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

### **4.03 Meal Receipts**

Receipts for meals are not required except for the following:

- (1) Any unusual amount in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. An unusual amount is a cost which is incurred outside the control of the individual (i.e., the mandatory meal cost at a meeting or conference approved by the state). When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.
- (2) Where a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the agency head or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

### **4.04 Timeframes for Meal Reimbursement**

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

### **4.05 Modification of Timeframes for Employees Working Nonstandard Hours**

The time or time periods specified in 4.04 of this Section (Section F), shall be modified to the extent necessary to provide equitable treatment to employees whose

## **Section F – 4.05**

work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of day.

### **4.06 Alcoholic Beverages**

No reimbursement may be made for the cost of alcoholic beverages.

### **4.07 Bottled Water Reimbursement for International Travel**

Reimbursement will be made for purchased bottled water. Employees are limited to reimbursement of up to \$7.50 per day, representing approximately 5 liters of bottled water per day at a reimbursement rate of \$1.50 per liter, when in international travel status (outside the contiguous U.S.). The total daily bottled water reimbursement cannot exceed \$7.50.

## **5.00 Hotel and Motel Expenses**

### **5.01 Lodging Claims**

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.
- (2) When a department head or his/her designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.
- (3) When a department head or his/her designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.
- (4) A department head or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum

**Section F – 5.01**

permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

**5.02 Maximum Lodging Rates**

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be:

<b>As of July 1, 2001</b>
\$62

- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be:

<b>As of July 1, 2001</b>
\$72

- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DER. For lodging maximums in higher cost cities, refer to the most recent issue of the DER Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.”
- (4) If an employee is required to stay in a city not listed in the “Maximum Reimbursement for Lodging in High Cost Out-of-State Cities” bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) or (2) above, shall apply. DOA shall determine the nearest comparable city.
- (5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single rate for a single room. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

**5.03 Exceeding the Maximum Lodging Rate**

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation

## **Section F – 5.03**

costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

### **5.04 Checkout Times and Extended Stays**

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

### **5.05 Lodging Receipt Requirement**

All lodging expenses must be supported by the original machine-printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

### **5.06 Non-licensed Facilities**

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority where there is a clear cost benefit to the state.

### **5.07 Government Discounts**

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address and identification and ask for government discounts/contract rate.

## **6.00 Meeting Facilities**

### **6.01 State-Sponsored Meetings, Training and Conferences**

Meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees shall be conducted in public facilities and at locations which will:

- (1) Minimize fuel consumption for transportation;
- (2) Provide the necessary services for the session at the most economical cost to the state;
- (3) Facilitate public attendance and/or press coverage as necessary; and
- (4) Accommodate disabled persons to the fullest extent possible.

## Section F – 6.02

### 6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the head of the department or delegated designee.

## 7.00 Other Allowable Travel Expenses

### 7.01 Laundry, Cleaning and Pressing Charges

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

### 7.02 Telephone

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call home is reimbursable up to \$5.00 each for the following conditions:
  - (a) Each night an employee must spend overnight away from home in travel status; or
  - (b) As a result of each unscheduled geographical location change; or
  - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls or business facsimile charges in excess of \$5.00 per call shall be supported by receipt.

## **Section F – 7.03**

### **7.03 Porterage**

- (1) Necessary gratuities to hotel employees are reimbursable, not to exceed \$2.00 for each night at a hotel.
- (2) Porterage costs at airports or bus terminals will be reimbursed only in highly unusual situations such as transporting state equipment, disabled persons, etc. The claim should be fully explained on the travel voucher and should not exceed \$3.00 per departure from or return to the terminal.

### **7.04 Registration Fees**

- (1) A breakdown of specific meals that were included with the registration fee shall be included on the travel voucher. Spouse or other family member expenses included in registration fees are not reimbursable.
- (2) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over \$25. A copy of the registration form or brochure indicating the amount of the fee and what it includes should also be attached to the travel voucher.

## **8.00 Expenses in an Employee's Headquarters City**

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the head of the employee's agency. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

## **9.00 Traveling With Spouse**

No travel expenses for the spouse shall be reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

**Section F – 10.00**

**10.00 Reimbursement for Moving Expenses**

**10.01..... Authority**

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

**NOTE:** Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

**10.02..... Minimum Distance**

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

**10.03 Maximum Amount**

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 32.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

**10.04 International Moves**

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority. Actual, reasonable and necessary expenses

## Section F – 10.04

will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

**NOTE:** See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

### 11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the agency appointing authority. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

**NOTE:** Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

### 12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

**NOTE:** Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

### 13.00 Food and Lodging Allowances for Legislators

Any member of the legislature who has signified, by affidavit filed with DOA, the necessity of establishing a temporary residence at the state capital for the period of any regular or special legislative session shall be entitled to an allowance, as determined by the Speaker of the Assembly for members of the Assembly and by the President of the Senate for members of the Senate, of an amount not-to-exceed \$88.00 for expenses incurred for food and lodging for each day that he or she is in Madison on legislative business, but not including any Saturday or Sunday unless the legislator is in actual attendance on such day at a session of the legislature or a meeting of a standing committee of which the legislator is a member. The Speaker of the Assembly and the President of the Senate must give at least 30 days advance notice before making a change in the authorized allowance. Each legislator shall file an affidavit with the chief clerk of his or her house certifying the specific dollar amount within the authorized allowance the member wishes to receive.

## Section F – 13.00

Such affidavit, when filed, shall remain in effect for the biennial session, except that a new affidavit may be filed for any month following an adjustment in the amount of the authorized allowance under s. 20.916(8), Wis. Stats., and this Section (Section F) (see s. 13.123(1)(a)1., Wis. Stats.).

### 14.00 Miscellaneous

#### 14.01. Weekend Expenses

Weekend expenses are not reimbursable without:

- (1) Agency head or delegated designee approval; and/or
- (2) Conference agenda or brochure.

**NOTE:** See 13.00 of this Section (Section F) for exceptions regarding legislators.

#### 14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats.

#### 14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

**NOTE:** If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

## **Section F – 14.04**

### **14.04 Payment for Unauthorized Travel Prohibited**

Payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made (see s. 20.916(6), Wis. Stats.).

### **14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims**

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by DER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval of JCOER).

### **14.06 Penalty for Filing Fraudulent Travel Claim**

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

### **14.07 Advancement of Travel Expenses**

The appointing authority may, by presenting proper vouchers to DOA, advance money for travel expenses to employees. Travel expenses shall be advanced only when the estimated expense is expected to exceed \$50 and the advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).