

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION & COMPENSATION BULLETIN -

<b>Date:</b> December 12, 2025	<b>Subject:</b> Non-pay Provisions in the 2025-2027 Compensation Plan related to Travel
<b>Locator No:</b> DPM-0653-CC/PP	

The purpose of this bulletin is to provide information for appointing authorities regarding changes to the administration of non-pay items covered by Section F of the 2025-2027 Compensation Plan. Pay provisions are covered in DPM-0652-CC/PP.

*Changes in Section F of the 2025-2027 Compensation Plan apply to all employees, unless superseded by an analogous provision in the labor agreement for public safety employees; all other changes in this bulletin apply to employees covered by the Compensation Plan or the specific employees noted. The travel schedule changes are effective January 1, 2026, and identified below.*

**SECTION I. UNIFORM TRAVELS SCHEDULE AMOUNTS (UTSA) UPDATES. ALL CHANGES EFFECTIVE JANUARY 1, 2026.**

- A. **Section F-3.05 (3)(f) Vehicle Transportation.** Revised the term from “van” to “vehicle” for the mileage reimbursement rate for persons with disabilities using specially equipped vehicles.
- B. **Section F-4.00 Meal Expenses.** A statement is added to clarify that reimbursement for meal expenses is only for employees in travel status.
- C. **Section F-4.02 Maximum Meal Amounts.**
  - 1. For meals in state (i.e., Wisconsin), the maximum reimbursement rates are increased by \$1.00 for breakfast, lunch, and dinner. The reimbursement rates are revised to:

Breakfast	\$11.00
Lunch	\$13.00
Dinner	\$24.00

2. For meals out-of-state, the maximum reimbursement rates are increased by \$1.00 for breakfast, lunch, and dinner. The reimbursement rates are revised to:

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$28.00

3. The maximum allowable tip increased from 15% to 18% of the meal claim.

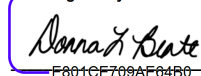
- D. **Section F-5.02 Maximum Lodging Rates.** The “in-state” lodging rate for all counties, *except* Milwaukee, Racine, and Waukesha is increased to \$101.00 per night. The maximum permitted rate for Milwaukee, Racine, and Waukesha counties is increased to \$106.00 per night.
- E. **Section F-7.00 Other Allowable Travel Expenses.** A statement is added to clarify that reimbursement for the travel expenses listed in this section is only for employees in travel status.
- F. **Section F-7.03 Hotel Gratuities and Porterage.** Language is revised to clarify how to calculate the number of days to determine maximum allowable reimbursement.

## SECTION II. REFERRAL OF QUESTIONS

**Employee Questions:** Individual employees with questions regarding the information provided in this bulletin should contact their agency Human Resources Office or Payroll Office directly.

**Employer Questions:** Employer questions regarding the *non-pay provisions* contained in this bulletin should be directed to the Bureau of Classification and Compensation at [DOADPMCompEmploymentRelGenI@wisconsin.gov](mailto:DOADPMCompEmploymentRelGenI@wisconsin.gov).

Signed by:



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Donna Bente, Administrator

Division of Personnel Management