

## MISCELLANEOUS ALLOWABLE EXPENSES

Laundry: 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. Employees are expected to pack sufficient clothing for the duration of their expected travel. Receipts are required for reimbursement.

Telephone: For business telephone calls, STS must be used whenever possible. Personal calls from a foreign country are reimbursable up to \$10.00 per day. No reimbursement will be provided while on a domestic trip.

Gratuities and Portage: Gratuities to hotel employees are reimbursable up to \$2 on dates of arrival and departure, and up to \$2 per night of stay at a hotel/motel.

Portage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.

Registration Fees: Registration fees over \$25 must be supported by an original paid receipt, copy of the check, copy of credit card statement, or traveler's customer copy of the credit card receipt.

### Bottled Water Reimbursement (International Travel

Only): Bottled water costs will be reimbursed when an employee is in international (outside the contiguous U.S.) travel status. Reimbursement is limited to a total of \$7.50 for each day.

## EXPENSES FOR REASONABLE ACCOMMODATIONS

Individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while in travel status.

For more detail regarding travel policies and procedures, contact your agency travel coordinator or fiscal officer.

## MAXIMUM REIMBURSEMENT RATES

LODGING IN-STATE: = \$90 for all counties excluding Milwaukee, Waukesha and Racine Counties. Rates for Milwaukee, Waukesha and Racine counties = \$95 (Note: All rates are excluding sales and/or room taxes and are inclusive of all additional fees.)

LODGING HIGH-COST OUT-OF-STATE CITIES: Refer to DPM Bulletin on High-Cost City Lodging Rates or contact your agency travel coordinator and/or fiscal officer.

### MEALS:

In-State	Breakfast	\$ 9.00
	Lunch	\$ 11.00
	Dinner	\$ 21.00
	Bag Lunch	\$ 4.00
Out-Of-State	Breakfast	\$ 10.00
	Lunch	\$ 15.00
	Dinner	\$ 25.00

### MILEAGE:

Personal Vehicle: \$0.51/mile when a fleet vehicle is not available and employee obtains a non-availability slip **OR** at a rate determined by DOA when an employee prefers to use a personal vehicle.

Handicapped Equipped Van: \$0.685 when State van is not available **OR** \$0.61 when State van is available and employee uses personal van.

Motorcycle: \$0.285 per mile

Private Airplane: \$0.51 per mile

### EXAMPLES OF EXPENSES NOT REIMBURSABLE\*

- Alcoholic Beverages
- Spouse or family members' travel costs
- Cancellation charges (unless fully justified)
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Traffic citations, parking tickets and other fines
- Excessive mileage charges incurred for personal reasons e.g., sightseeing, side trips, etc.
- Parking costs at the assigned workplace
- Repairs, towing service, etc., for personal vehicle
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees, airfare, or included as part of lodging (e.g., hotel continental breakfast)
- Flight insurance
- Pay for view movies in motel room; personal entertainment
- Child care costs and kennel costs
- Charges to modify airline seat selection, or to select premium airline seats

**\*This list is not all- inclusive.**

# STATE OF WISCONSIN

## POCKET TRAVEL GUIDE

### DIVISION OF PERSONNEL MANAGEMENT



February 1, 2022

This document will be made available in alternative format upon request to the Division of Personnel Management.

## **GENERAL POLICY**

The information contained in this brochure is a summarization of the State's travel guidelines. The **Travel Schedule Amounts (TSAs)** are included as part of the Compensation Plan and the collective bargaining agreement covering public safety employees. For more detail regarding travel policies and procedures, contact your agency travel coordinator or fiscal officer.

The rates contained in this brochure apply to all non-represented and represented employees. Other travel provisions contained in collective bargaining agreements supersede the provisions contained in this document.

Use of State contract vendors (i.e., corporate card, car rental, travel agency) is encouraged and in some cases mandatory. Use of purchasing cards or central billing is highly encouraged. Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses. Reimbursements may not cover the entire cost if they exceed prescribed limitations.

The employee's supervisor or agency designee must personally approve travel claims. Untimely submission may cause reimbursements to become taxable.

## **MEAL CLAIMS**

Meal claims must be actual, reasonable and necessary and represent the actual amount spent. For a claim to be reimbursed in excess of the maximum amount, an itemized receipt or charge card credit slip (tear tabs are not acceptable) must be provided and there must be documentation that the cost was incurred outside of the traveler's control. To be allowed reimbursement for breakfast, the employee must leave home at or before 6:00 a.m.; lunch, departure must be at or before 10:30 a. m. and return at or after 2:30 p.m.; dinner, return must be at or after 7:00 p.m. to home or headquarters city, whichever is earlier. These time frames are for employees working standard hours of 7:45 a. m. to 4:30 p. m. These time frames may be modified for employees working varied work schedules.

On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and 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. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred. An employee is eligible for a higher meal reimbursement rate when traveling out of state.

**Maximum reimbursement rates for meals (in-state and out) are included in the section entitled "Maximum Reimbursement Rates." These rates are inclusive of all associated fees or additional charges (e.g., tips, delivery fee)**

## **IN-STATE LODGING:**

When contracts exist with the state for lodging properties, state employees should use this contract, whenever possible. It's the responsibility of the State employee to stay within the state lodging spend limit guidelines. State employees that share a room may divide the rate equally, but not exceed the state permitted rate for a single room. Employees should carry an ID that identifies them as a State employee. Employees should use either a state U.S. Bank purchasing card or travel card, whenever possible when paying for lodging rooms.

State employees are exempt from paying sales tax in Wisconsin on lodging and should avoid such by furnishing written documentation stating they are traveling on official state business. In the event that tax is charged, the employee will request credit back for the charge by the lodging property.

**Maximum lodging rates for in-state lodging are included in the section entitled "Maximum Reimbursement Rates".**

**HIGH-COST OUT-OF-STATE LODGING:** The Division of Personnel Management issues a bulletin listing High-Cost Out-Of-State Cities and the maximum lodging rates allowed. Contact your agency travel coordinator in advance of travel for rates in a specific city.

## **AUTOMOBILE TRANSPORTATION**

Use of Fleet Vehicles: When using fleet vehicles, passengers must be limited to State employees or travelers engaged in official state business. Fleet vehicles shall not be used for personal business. In the event a fleet vehicle is not available; the fleet office will issue a non-availability slip.

Use of Personal Vehicles: An employee may use a personal vehicle. When using a personal vehicle, there are certain conditions in which the employee is required to obtain a non-availability slip stating there was no fleet vehicle available to be reimbursed at the higher rate. If an employee chooses to use a personal vehicle and does not obtain a non-availability slip when required, the mileage is reimbursed at a rate determined by DOA. Non-availability slips are not required when employees do not have access to fleet vehicles in their headquarters city.

**Mileage reimbursement rates are included in the section entitled "Maximum Reimbursement Rates."**

Rental Vehicles: 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.

The State has contracts with vehicle rental companies for discounted rates. All contract vendor rates include collision damage insurance (CDW) and liability insurance. A non-contract vendor should only be used when a contract vendor is not available or the total rental cost is less expensive and the services are equal to the contract vendor.

When renting from non-contract vendors within the U.S., the collision damage insurance (CDW) and liability insurance is reimbursable and must be purchased.

Companies that require the vehicle to be returned with a full tank of gas, charge substantially more for filling the tank. Therefore, employees should fill the tank before returning the vehicle.

**AIR TRAVEL:** State employees are limited to the lowest appropriate airfare when traveling on official state business. Lowest appropriate airfare is defined as lowest total fare, which provides for: 1) not more than a two hour window from the traveler's preferred departure or arrival time; 2) may require one plane transfer; 3) departs from the employees HQ location, or closer to the employee if more cost effective; 4) includes one carry-on and/or checked bag, if not already included in fare cost; and 5) general seat assignment at the time the fare is booked.

Premium fares (i.e., fares above coach/economy or equivalent) shall not be reimbursable.

The purchase of an airfare at the rate other than the lowest appropriate airfare must be approved by the appointing authority or designee in the form of a written explanation of the reasonableness of the expense. Airfare and travel agent fees should be paid by the use of the state U.S. Bank purchasing card or travel card.

**Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the agency travel coordinator or fiscal officer.**

**TAXI AND RIDESHARING SERVICES:** Reasonable charges for taxi, limousine service, or ridesharing services (e.g., Uber, Lyft) are reimbursable. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi or other services whenever possible. Unless properly justified, claims for taxi or ridesharing service to and from the airport should be limited to the rate for the shuttle service. Receipts are required for one-way fares exceeding \$25.

**TRAVEL BY TRAIN, BUS OR PRIVATE PLANE:** Travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

Employees traveling within the headquarters city and between cities convenient to be reached by bus, shall travel by bus whenever feasible as determined by the appointing authority or designee. Receipts are required for travel between cities.

Under s. 20.916(5)(a), Stats., use of a private plane may be authorized by the appointing authority. Reimbursement will be made at the mileage reimbursement rate.