

# Wisconsin Human Resources Handbook

## Chapter 774

### Reimbursement for Temporary Lodging

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#### **Sec. 774.010 Introduction**

This handbook chapter provides administrative guidance on the payment of temporary lodging allowance for current employees reporting to a new work site or new employees reporting to their initial work site.

#### **Sec. 774.020 Statutory Authority**

Section 20.917 (3)(a)1 Wis. Stats, s. 20.917(6), and Section F, 12.00 of the Compensation Plan provides that an appointing authority may recommend payment of a temporary lodging allowance for up to 45 days to an employee or person reporting to employment in the civil service, other than on a limited term basis, if the employee or person is eligible for moving expense reimbursement under s. 20.917(1), Stat., whether or not that reimbursement is granted. In addition, the employee must establish a temporary residence in his or her headquarters city. Lodging allowance payments are subject to prior approval from the appointing authority. The public safety collective bargaining agreement may have specific language governing moving expenses which would supersede the provisions in this chapter.

#### **Sec. 774.030 Basic Concepts**

1. The temporary lodging allowance statute applies to employees in the classified and unclassified service.
2. In accordance with s. 20.917(3)(a)1., Wis. Stats., temporary lodging allowances are based on the motel and hotel rates established in the Compensation Plan (See Sec. 774.020, of this chapter). The temporary lodging allowance shall be consistent with the lodging allowance established under Section F, 5.02 and 12.00 of the Compensation Plan. Claims for authorized lodging allowances payments shall be approved and paid in the same manner as travel expenses.
3. A temporary lodging allowance will be authorized only where circumstances require the person or employee to establish a temporary residence for reasons such as the temporary need to maintain domiciles in the old and new locations or where permanent housing is temporarily not available upon moving to the work location. The days for which the temporary lodging allowance is provided need not be consecutive. Therefore, it is possible for the 45 days of temporary lodging reimbursement to extend over a period of time greater than 45 calendar days.
4. The designated headquarters city of an employee should be established and changed at the time the employee begins employment in a new location.

5. Under current IRS rules, payments for temporary lodging are taxable to the employee. Agencies are required to withhold federal income taxes (social security) and state income taxes on these reimbursements to employees.

**Sec 774.040      Procedures for Reimbursement of Temporary Lodging**

1. In accordance with s. 20.917(6), Wis. Stats., authority to approve temporary lodging is delegated to the appointing authority in all agencies.
2. When authorization for a temporary lodging allowance is granted, the agency will notify the employee or appointee of the authorization. The employee or appointee must submit a written claim for actual temporary lodging expenses incurred (supported by payment receipts) to the appointing authority. The agency will review, and if correct, approve the voucher and process it with a copy of the authorization for payment of a temporary lodging allowance through normal travel voucher.

**Sec. 774.050      Administrative Information**

This handbook chapter was revised June 27, 1986, to extend the maximum number of days allowed from 30 to 45 days. The temporary lodging allowance eligibility requirements remained unchanged.

This chapter was updated August 2004 to post electronically.

This chapter was revised February 2016 to generally remove distinctions between represented and non-represented staff.

In June 2018, minor updates were made to ensure that the information is current and the formatting of the chapter aligns with the Wisconsin Human Resources Handbook standards. In May 2017, the Bureau of Compensation and Labor Relations was modified to be the Bureau of Compensation and Employment Relations. Updates were made to reflect this name change.

Chapter 774 was updated in August 2018 to reflect organizational changes that occurred to the Division of Personnel Management in conjunction with the implementation of Shared Services. The Bureau of Compensation and Employment Relations was divided into two separate bureaus: The Bureau of Classification and Compensation and the Bureau of Employee Management.