

# Wisconsin Human Resources Handbook

## Chapter 764

### Reimbursement for Applicant's Travel Expense

<b>Sec. 764.010</b>	<b>Introduction</b>
<b>Sec. 764.020</b>	<b>Statutory Authority</b>
<b>Sec. 764.030</b>	<b>Basic Concepts</b>
<b>Sec. 764.040</b>	<b>Procedures</b>
<b>Sec. 764.050</b>	<b>Administrative Information</b>

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#### **Sec. 764.010 Introduction**

This handbook chapter provides administrative guidance on the payment for reimbursement of applicant travel expenses. Reimbursements may be made to applicants for all or part of actual and necessary travel expenses incurred in connection with oral examination and employment interviews.

#### **Sec. 764.020 Statutory Authority**

Section 20.916 (2), Wis. Stats., and Section F 11.00 of the Compensation Plan provide reimbursement for all or part of actual, reasonable, and necessary travel expenses incurred by an applicant in connection with reporting for and participating in oral examinations and employment interviews for positions in State Civil Service.

#### **Sec. 764.030 Basic Concepts**

1. Reimbursement may be made only if it is necessary for effective recruitment, and shall conform to the travel schedule amounts established for state employee travel expenses. Payment of expenses must be consistent with the applicable provisions of section 20.916, Wis. Stats., and must be made in accordance with the established agency plan assuring equitable treatment of all candidates.
2. A plan for applicant travel reimbursement should be made for each position to be filled if it is determined that reimbursement is appropriate. Each applicant must be notified of the specific reimbursement plan before the expenses are incurred.
3. The agency determines if applicants are to be reimbursed for travel expenses incurred during the participation of an examination or interview.
4. All candidates must be given the same consideration in accordance with an agency plan for determination of such reimbursement. Each plan must include specific guidelines assuring equitable treatment. For example:
  - a. Reimburse each applicant for travel expenses in excess of \$25.00.
  - b. Partially reimburse each applicant for travel expenses by paying a specified amount, such as \$100, or varying the flat grant depending upon distance traveled to the exam or interview site.

**Sec. 764.040 Procedures**

1. Agency
  - a. Determine that reimbursement of applicant's travel expenses is appropriate in accordance with the criteria cited in 20.916, Wis. Stats.
  - b. Prior to the exam and/or interview, develop a plan to include supporting justification to meet the criteria for reimbursement prior.
  - c. Notify candidates of the requirements for reimbursement of travel expenses, including the address to which two signed copies of the Travel Voucher (DOA-6107) and supporting receipts must be sent when the travel is completed.
  - d. Process the submitted Travel Voucher (DOA-6107), Taxpayer Identification Number (TIN) Verification form (DOA-6448) along with any supporting receipts in order to make a payment directly to the applicant.
  - e. Submit any modifications to the Taxpayer Identification Number (TIN) Verification form (DOA-6448) to the State Controller's Office - Division of Executive Budget and Finance.
2. State Controller's Office - Division of Executive Budget and Finance

Process all modifications to the information provided in the Travel Voucher Taxpayer Identification Number (TIN) Verification form (DOA-6448).

**Sec. 764.050 Administrative Information**

This handbook chapter was updated to post electronically. No administrative changes were made since last revised on May 3, 1983, to give agencies delegation for authorizing and reimbursing applicants for travel expenses consistent with the provisions in 20.916, Wis. Stats.

In June 2018, minor updates were made to ensure that the information is current and to update the formatting of the chapter to align 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 764 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.