

**DIRECTOR OF STATE COURTS**  
OFFICE OF MANAGEMENT SERVICES

**EXPENSE JOB AID AND  
TRAVEL POLICIES  
FOR  
COURT SYSTEM EMPLOYEES**

Rates Effective January 1, 2026

Updated January 1, 2026

State travel reimbursement regulations are established in the compensation plan proposed by the Division of Personnel Management (DPM) in the Department of Administration and approved by the legislative Joint Committee on Employment Relations. These reimbursement regulations apply to all elected officials and court employees.

The Wisconsin Court System uses the STAR Financial System, an online, web-based financial system managed by the State of Wisconsin, Department of Administration. All Court System Employees must use STAR to request reimbursement of business-related travel expenses. Employees will be reimbursed for authorized travel expenses on a payroll check. Tips for using STAR for travel are included in this guide.

The full Courts Travel and Expense Guidance document is available here: [Guidance document](#). Please refer to the Appendix for a summary list of reimbursement rules.

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**ASSISTANCE WITH TRAVEL EXPENSE REPORTS**

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Please do not hesitate to contact Management Services for assistance with your travel expense reports, and with any travel related questions you may have.

**Assistance with using STAR to submit a Travel Expense Report Email:**

- [Fiscal.Office@Wicourts.gov](mailto:Fiscal.Office@Wicourts.gov)

**Assistance Logging in to the STAR System (eIAM username and password):**

- Elizabeth Behnke ..... [Elizabeth.Behnke@WICOURTS.GOV](mailto:Elizabeth.Behnke@WICOURTS.GOV)
- Terry Hopkins ..... [Terry.Hopkins@WICOURTS.GOV](mailto:Terry.Hopkins@WICOURTS.GOV)

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## \*\*TRAVEL REIMBURSEMENT SUBMISSION TIMELINE\*\*

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**ALL Travel Expense Reports MUST be submitted through the STAR system within 60 days of the date the expense was incurred.** Expense Reports submitted after 60 days may not be eligible for reimbursement and if processed may be taxable. Employees may be subject to discipline for fraudulent submittals or excessive delays in submittal of travel and expenses pursuant to the Employee Manual and ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

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### USING STAR TO SUBMIT A TRAVEL EXPENSE REPORT

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\*\*Where to find expense report resources: <https://www.wicourts.gov/staff/index.htm> > Reporting travel & expenses

**Step 1. Log in to the STAR Travel website at <https://travelexpense.wi.gov>**

- You will use your eIAM username and password to log in.
- This is the same process you would follow if you are notified that a report is “sent back for revision”

*TIP:* STAR works best in the Google Chrome Browser

**Step 2. Click on Travel and Expense Tile**

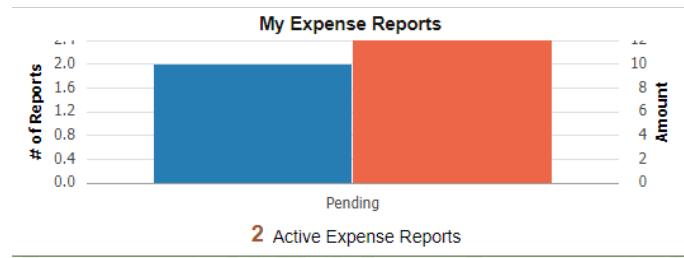


**Step 3. There are three different ways to enter an expense report.**

- Option 1 – Click on the **Create Expense Report** tile. (This will take you directly to the expense report entry page.)



- Option 2 (Recommended) – Click on the **My Expense Reports** tile. (This allows you to review what expense reports you may have pending before you create a new one).



- Option 3 – Click on the **ESS Travel and Expenses** tile.

#### ESS Travel and Expenses



ESS Travel and Expenses Tile is displayed. Click on **Create Expense Report**.

The screenshot shows the 'Travel and Expenses' page. The left sidebar has a menu with several options: 'My Expense Reports' (selected), 'Review Payroll Payments', 'Create Expense Report' (highlighted with a red box), 'My Cash Advances', 'My Travel Authorizations', and 'Delegate Entry Authority'. The main content area is titled 'Employee Payroll Payment' and contains a search interface with fields for 'Employee ID' and 'Search' buttons.

**Step 4.** Using recommended Option 2, your Name and Employee ID should default in. Click on the **Create Expense Report** button.

Click on **Create Expense Report**

**Step 5.** Employee information is displayed. If the incorrect business unit is displayed (it should be 62500 for circuits, 66000 for Court of Appeals, or 68000 for Supreme Court), please work with the fiscal staff to troubleshoot. (This can occur when an employee has more than one expense employee profile or transferred from a state agency).

Expense Report

Report: NEXT  
Sharon Dubois-Ballman

**Employee Information**

Employee GL Bu: 50500 - DOA  
Employee Profile (#): 0

Employee Headquarter City: ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST  
MADISON, WI 53703  
Employee Home City: Madison, WI 53704-5053

KK Budget Status: Valid

**General Information**

\*Business Purpose:

\*Description:

Default Location:

Reference:

>  
 >

Creation Date: 04/22/2025 Stacey Beattie  
Updated on: 04/22/2025

**Expense Details**

Expense Report Action:

**Step 6.** Select a purpose from the **Business Purpose** list. This field is required due to tax laws requiring a business purpose for business expenses. Click **Business Purpose** drop down and select the item that best describes your purpose.

**General Information**

\*Business Purpose:

\*Description:

Default Location:

Reference:

>  
 >

Creation Date: 04/22/2025 Stacey Beattie  
Updated on: 04/22/2025

**Business Purpose drop down: select from the options based on the type of event**

- COURTS-Assignments
- Business Travel-In State
- Business Travel-Out of State
- Conf/Conv/Training-In State
- Conf/Conv/Training-Out of State

- **IF Business Purpose = Conf/Conv/Training: Enter ONE expense report per event** and use the month and year to help distinguish between annual events (e.g. “Judicial Conference Nov 2023”). Meaning ALL expenses for the event should be on ONE expense report
- **IF Business Purpose = Business Travel or COURTS-Assignments: Enter ONE expense report biweekly.** Meaning, you can include the expenses of similar travel within the same expense report.

**Step 7.** Enter the desired information into the report **Description** field. This field is required. The Report Description is a text field and should be used to name some details of your trip (i.e. Attended Judicial Conference). This will help identify your expenses when you are looking them up later. Please be sure to follow the court system guidelines when entering information.

General Information

*Business Purpose	Business Travel-In State
*Description	Job Aid Report
Default Location	<input type="button" value="🔍"/>
Reference	<input type="button" value="🔍"/>

Enter the name of the event, or if not applicable, the date(s) of the event. Just entering “Travel”, “Report”, etc. is not sufficient information.

**Step 8.** The **Default Location** is the destination location. This field is not required to be completed. If you choose to complete this field, select a city, country, or geographic area where the expenses were generally incurred. This location will then appear on each expense line where applicable, and you can change it throughout the expense report entry process.

Click **Look up Default Location** by choosing the magnifying glass icon.

Make sure all locations are correct to where the expenses were incurred

**Step 9.** If desired, select the **Reference** value for this Expense Report. This field is not required.

Even though you can enter text in the Reference box, it is recommended to choose one of the pre-defined values for consistency. Use the magnifying glass to search for this entry.

**Step 10.** To attach a receipt at the header level that relates to the entire expense report, i.e. conference agenda, click on **Attach Receipt**. Conference and meeting agendas are required for all travel events that do not relate to a Chief Judges, District Court Administrators, or District Court meeting, or a judicial court assignment. Your receipts and agendas should be downloaded onto your computer so that they can be attached (pdf format is recommended)

General Information

*Business Purpose	Business Travel-In State
*Description	test
Default Location	<input type="button" value="🔍"/>
Reference	<input type="button" value="🔍"/>

Attach Receipt

File Accounting Details

Creation Date: 01/16/2019 Stacey Beallie  
 Updated on: 01/16/2019

**Step 11.** An Attachments box will be displayed with the attachment information. Click on the **Add Attachment** button.

**Step 12.** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device. This will display a directory to the files on your device from where can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **open** button. Once a file is selected, click **Upload**.

**Step 13.** The upload will show as complete. Click **done**.



**Step 14.** The Attachments Uploader will again be displayed to show that the attachment has been uploaded. The description field is available and can be used if necessary. An Attachment Type is required. The default Attachment Type is Travel Receipts. Other types are available by selecting from the Attachment Type dropdown menu.

**Step 15.** Now that you have entered the required information for your expense report header, you can enter your expenses. You do this in the Expenses section of the page.

To begin entering expenses, use the dropdown menu in Expense Report Action. Choose **Add Expense Lines**. If no receipts have been added, the expense report will automatically be saved at this point.

#### **Expense Details**

Expense Report Action

- For each expense you will need to fill out:
  - **Date** – this is the date of the travel expenditure, not the date of entry.
  - **Expense Type** – choose appropriately from the drop down menu. The Frequently Used expense types will appear first. To view other expense types click on **All Types**. You can also search for an expense by entering it in the search box.

**Step 16.** When an expense type is chosen, the system determines the remaining required fields for the expense type, as well as if a receipt is required. For some of the expenses you are entering you may be asked to supply more details.

## Meal Expense Types

For all Meal expense types, Leave and Return Time is required. The defaulted time for both of these fields is 12:00AM.

**Meals In-State NoOvernight - 04/22/2025**

*Expense Date	04/22/2025	<input type="button" value="Calendar"/>
*Expense Type	Meals In-State NoOvernight	<input type="button" value="Search"/>
*Description	test	<input type="button" value="Edit"/>

**Payment Details**

Payment	Payroll		
*Amount	0.00	USD	<input type="button" value="Search"/>

**Additional Information**

*Expense Location	Milwaukee, WI	<input type="button" value="Search"/>
*Leave Time(HH:MMAM/PM)	12:00AM	<input type="button" value=""/>
*Return Time(HH:MMAM/PM)	12:00AM	<input type="button" value="24 hrs"/>

**Meals In-State Overnight - 03/02/2024**

*Expense Date	03/02/2024	<input type="button" value="Calendar"/>
*Expense Type	Meals In-State Overnight	<input type="button" value="Search"/>
*Description	travel	<input type="button" value="Edit"/>

**Payment Details**

*Payment	Payroll		
*Amount	0.00	USD	<input type="button" value="Search"/>

**Additional Information**

*Expense Location	Eau Claire, WI	<input type="button" value="Search"/>
*Leave Time(HH:MMAM/PM)	12:00AM	<input type="button" value=""/>
*Return Time(HH:MMAM/PM)	11:59PM	<input type="button" value="24 hrs"/>

If the times are not updated and left to the defaulted values, an **error message** will be displayed. Your eligibility for meal reimbursement is dependent on your departure and return times. **Remember:** Return time means the time you returned to your headquarters city, not when you left the event.

- If a Meal type is an overnight, the 24 hrs button can be used to have the system default in a 24 hour timeframe.
- **For an overnight trip**, your meal leave & return times, should be entered as follows: for the first day you stayed overnight put your actual departure time as the Leave Time and the Return Time as 11:59PM for all meals had that day. For any full day overnight, (meaning starting and ending overnight) select 24hrs, so the times are auto corrected to 12:00AM - 11:59PM. For the last day, put 12:00AM as the Leave Time and your actual return time as

the Return Time for all meals that day (\*\*NOTE: These times are not for your meal breaks but when you officially left and returned for the business trip from your home/office, whichever is closer, to determine meal eligibility).

▪ **Example:**

- 05/07/2025 Meals In-State Overnight (dinner)
  - Leave Time: 4:30 PM
  - Return Time: 11:59 PM
- 05/08/2025 Meals In-State Overnight (lunch)
  - Leave Time: 12 AM
  - Return Time: 11:59 PM
- 05/08/2025 Meals In-State Overnight (dinner)
  - Leave Time: 12 AM
  - Return Time: 11:59 PM
- 05/09/2025 Meals In-State Overnight (breakfast)
  - Leave Time: 12 AM
  - Return Time: 2:30 PM

▪ **For an non-overnight trip**, your meal leave & return times should be entered as follows: the times you actually departed and returned back from your business trip (\*\*NOTE: These times are not for your meal breaks but when you officially left and returned for the business trip from your home/office, whichever is closer, to determine meal eligibility).**Example:**

- 05/07/2025 Meals In-State NoOvernight (lunch)
  - Leave Time: 10:30 AM
  - Return Time: 2:30 PM

### Mileage Expense Types

For all Mileage expense types, there are Starting Point and Ending Point fields. City and state, specific address, and buildings can be entered in these field. Travel to municipalities that are fewer than 15 square miles do not have specific street address information populated. When entering an address, whether it be a specific address or just a city, a drop down list will be displayed. This list is not locations that have been entered in the system, but rather from the GPS tool being used. Calculating the miles within the system is not a requirement, and you may use google maps to calculate the travel distance, which should be the shorter of the distance from either your headquarters city, or your home to the travel destination.

If you wish to indicate the trip was a round trip, click the **Round Trip** toggle, and it will click from No to Yes. The mileage in both the miles calculated and miles fields will be recalculated to double the miles.

### Airfare Expense Type

If you are entering an airfare expense you will be required to supply a Ticket Number and attach a receipt. A credit card statement cannot be used as a receipt.

### Vehicle Rental Expense Type

For some expense types, such as Vehicle Rental, you will need to select a Merchant, as well as attach a receipt. The merchant used for this expense type is either preferred or non-preferred merchant. If you need assistance with this entry, please contact the [fiscal.office@wicourts.gov](mailto:fiscal.office@wicourts.gov).

**Step 17.** Use the Description field to enter a description of the expense transaction. Enter the desired information into the Description field with enough information for your expense approver to understand the expense. This is required.

**Step 18.** The **Payment Type** field will be displayed as Payroll.

**Step 19.** Use the **Amount** field to enter the amount that you spent for that expense.

**Step 20.** If an expense type requires a receipt, the No Receipt toggle is grayed out and cannot be changed. If a receipt is not attached when required, an error message will be displayed. If you do not have a receipt where one is required, please contact the [fiscal.office@wicourts.gov](mailto:fiscal.office@wicourts.gov).

**Note:** **If an expense report has expense types that require a receipt, the expense report cannot be submitted for approval until either a receipt is attached or an exception comment is entered for expense line that requires a receipt.**

**Step 21.** If you are entering an expense that is location specific, such as a hotel room expense, you will be required to enter a location. This field will default to the default location field if a value was entered or to any previous expense line with a location.

**Note:** If an In-State, Out-of-State, or International meal or lodging expense type is chosen and the expense location does not match the expense type, you will receive an error message. Either the expense type or expense location will need to be updated accordingly.

**Step 22.** To add additional expense lines, click the **Add (+)** button at the left of your screen. As you add expense lines, they will be ordered by date, with the oldest at the top. To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.

**Expense Entry**

TESTING  Roceaira Vorontsov 

**Employee Information**

Employee GL Bu 44500 - DWD  
Employee Profile (#) 0

Total (2 Items) 86.50 USD		Mileage
   	 ASC  DESC	
▼ Friday, February 09, 2024		
Parking test	10.00 USD	
▼ Tuesday, March 05, 2024		
Mileage Car test	76.50 USD	

**Step 23.** To add an attachment at the line level, in the Additional Information section, click the Attach Receipt box (may be required or not) to bring up the Attachment Uploaded. Certain expense types may be required receipts to be attached at the line level. The attachment process at the line level is similar to at the overall expense report level. The description field should be used as necessary.

The chart below covers common reimbursable items and whether or not a receipt is needed:

Receipt Required	NO Receipt Needed
<ul style="list-style-type: none"><li><input type="radio"/> Airfare</li><li><input type="radio"/> Airline Luggage Fees</li><li><input type="radio"/> Single Taxi/Limo/Rideshare/Tolls over \$25</li><li><input type="radio"/> Bus (Including Shuttle)</li><li><input type="radio"/> Business Supplies/Purchases</li><li><input type="radio"/> Fuel for Vehicle Use (Rental)</li><li><input type="radio"/> Hotel Rooms ("Folio" from Hotel)</li><li><input type="radio"/> Single parking over \$25</li><li><input type="radio"/> Registration Fees over \$25</li><li><input type="radio"/> Train</li><li><input type="radio"/> Travel Incidental</li><li><input type="radio"/> Vehicle Rentals</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> Meals within state rates</li><li><input type="radio"/> Parking \$25 or under.</li><li><input type="radio"/> Mileage Car</li><li><input type="radio"/> Mileage Car (TD)</li></ul>

- **NOT ACCEPTED AS A RECEIPT: Credit card statements or credit card bills.** These are not acceptable substitutes for a receipt or documentation because these lack sufficient detail.
- **Do NOT upload credit card statements or credit card bills to STAR.** They contain your confidential information and should NOT be shared.

**Step 24.** Click Save to save the expense report without submitting it for approval. It is recommended that you save early and often so that changes do not get lost. If you receive any errors after saving, please contact [fiscal.office@wicourts.gov](mailto:fiscal.office@wicourts.gov).

**Step 25.** Click **Review and Submit** when you have completed filling out the report and are ready to submit it for approval. A report is not submitted until this button is completed.



The screenshot shows the 'Expense Entry' page. At the top right, there are 'Save' and 'Review and Submit' buttons. The 'Review and Submit' button is highlighted with a red box. Below the buttons, the text 'Last Saved 03/08/2024 2:18PM' is visible. The page includes sections for 'Employee Information' and 'Employee Headquarter City' with the value 'ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703'. The 'Employee Home City' is listed as 'MADISON, WI 53704'.

**Step 26.** The Expense Summary page is displayed. You can see from this page the expense report ID and the status. You are able to update anything else you may need that may have been missed in the initial creation of the expense report by clicking on the **update details** button.

**Expense Summary**

Job Education  Jennifer Collingon 

**Employee Information**

Employee GL Bu 50500 - DOA Employee Headquarter City ADMINISTRATION, DEPT OF DHA 4822 MADISON YARDS WAY MADISON,WI 53707-7922

Employee Profile (#) 0 Employee Home City Oregon,WI 53575-1348

**Expense Report Summary**

Total (1 Item)	249.00 USD
Due to Employee	249.00 USD

**Approval Status**

Report ID 0001153552	Pending
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**Additional Information**

Before you can submit your expense report, all errors must be corrected.

**Expense Summary**

February 2024  Roceaira Vorontsov 

**Employee Information**

Employee GL Bu 44500 - DWD Employee Headquarter City WORKFORCE DEVELOPMENT, DEPT OF 2200 GREEN TREE RD WEST BEND,WI 53095

Employee Profile (#) 0 Employee Home City Campbellsport,WI 53010-2437

 Errors exist in this expense report, submission not possible until the errors are corrected.

**Expense Report Summary**

Total (11 Items)	209.75 USD
Due to Employee	209.75 USD

**Approval Status**

Report ID 0001037456	Pending
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**Additional Information**

Errors are indicated by a red flag and are visible to the left in the listing of all expense types. By clicking on each expense type with a red flag, you will be able to see what the error is.

The screenshot shows the 'Expense Entry' screen. At the top, it displays 'JOB AID DOC' and 'Stacey Beattie'. Below that is the 'Employee Information' section with 'Employee GL RU 50600 - DCA' and 'Employee Profile (R) 0'. The main area shows a list of expense items with a total of 126.50 USD. A specific transaction for 'Parking' on Tuesday, February 20, 2024, is highlighted with a red box around the expense type. An error message 'No Receipt – Expense amount' is shown next to this line. The list also includes a transaction for 'Mileage Car travel' on Thursday, February 15, 2024. At the bottom right, there are search and filter icons.

Click on the expense type with the red flagged error and scroll to the bottom of the expense line under “Exception Comments”

#### Exception Comments

Older Transaction	No Comments >
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The box opens and looks like this:

The dialog box is titled 'Exception Comment' with 'Cancel' and 'Done' buttons. It shows a date of '11/11/2019'. The 'Expense Type' section is labeled 'Older Transaction Exception'. A text area below it says 'An explanation for the expense line older than 61 days is required. Explain why.' with a large empty text input field.

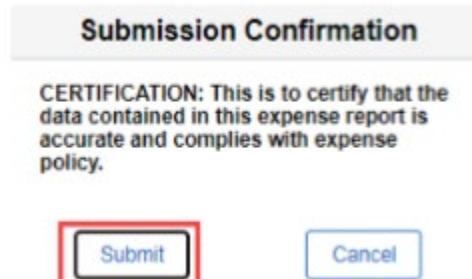
Write a brief explanation and click on the blue **done** button. Click on the save button in the upper right hand corner. All the red flags should go away. If not, you missed that line. If all the red flags are gone you can now review and submit.

**Step 27.** When you are ready to submit your expense report after all edits are completed, click the **Review and Submit** button. A report is not submitted until this button is completed.

**Step 28.** You can select a View Printable Version to print a copy of the expense report. Select **View**

### **Printable Report.**

**Step 29.** When you have successfully submitted your report, a **Submission Confirmation** pop-up window appears. This submission confirmation contains a certification statement. If you agree with the certification statement, click on the **Submit** button.



**Step 30.** After you submit the report, the system returns you to a summary My Expense Reports page, which will show the status of expense reports which have created and/or submitted for approval.

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## APPENDIX: REIMBURSEMENT RATES AND RULES

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As you fill out your Expense Report, or when you are scheduling business travel, please be aware of the following reimbursement rates and rules. This is a summary of the UTSA schedule. The full schedule is Section F of the State of Wisconsin Compensation Plan.

### **MEAL EXPENSES**

Meal reimbursement amounts include tax and tip (18% maximum tip). Meal reimbursement rates are:

<b>In State</b>		<b>Out of State</b>	
Breakfast	\$11.00	Breakfast	\$12.00
Lunch	\$13.00	Lunch	\$18.00
Dinner	\$24.00	Dinner	\$28.00

**Meal Eligibility.** Your eligibility to claim meals is dependent on your departure and return times. To be eligible for the following meals, these time frames apply:

- **Breakfast** - you must **leave home at or before 6:00 a.m.**
- **Lunch** - you must **leave your headquarter city at or before 10:30 a.m. and return at or after 2:30 p.m.** (this return time applies even if you have been gone for several days).
- **Dinner** - you must **return home or to your headquarter city (whichever is earlier) at or after 7 p.m.**

**Meal Totals.** If you are entitled to reimbursement for two or more consecutive meals in a single day, you may exceed the maximum amount for one or more meals as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. For example, if you are eligible to claim lunch and supper, you can spend a total of \$35 for both meals without concern for individual meal maximums. Each day is considered separately for the application of this policy.

**Meals at Conferences.** If you claim meal expenses while at a conference, you must attach an electronic copy of the conference agenda to your travel voucher to ensure a meal was not offered at the conference. If meals are included with a conference registration and you elect not to eat them, you are not eligible for those meal reimbursements. If you have food allergies or other dietary restrictions which prevent you from eating the food available, you will be eligible for reimbursement of meal costs of up to \$5 per meal otherwise covered at the event, reflecting the bagged meal rate.

## **LODGING/HOTEL EXPENSES**

### **Maximum Lodging Rates.**

The following chart shows the maximum reimbursement rates for different scenarios. Some exceptions apply, also noted below.

<b>In State</b>	<b>In State Milwaukee, Racine, Waukesha counties</b>	<b>Out of State</b>
\$101/night	\$106/night	\$106/night
Tax Exempt	Tax Exempt	May pay tax if charged

- **Conference Site Lodging.** The Director of State Courts may authorize lodging at a conference site where lodging costs exceed the state maximum if it enables the employee to gain professional benefits due to the interaction with other attendees. Attach the Director's travel authorization form or email. No additional statement of justification is required.
- **Documentation for Higher Than State Maximum Lodging Rates.** The Director of State Courts or his or her designee in the Office of Management Services may determine if it is in the best interest of the State to specify an alternate lodging accommodation for reasons of security, facility quality, proximity to the business location, or when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums. If this lodging rate exceeds the state maximum, the employee must obtain the Director of State Courts' or the designee's approval to stay at alternate lodging accommodation and the approval and justification that an employee is authorized to stay at an alternate lodging accommodation. If you received an email from the Director or his or her designee with prior approval, a .pdf of the email should be attached to your expense report.
- Expenses for lodging at facilities which are licensed as a hotel, motel, campground, or tourist rooming house under state law or administrative code are reimbursable, except that reimbursement for lodging at private residences is not authorized even if that private residence is licensed. Exceptions for reimbursement at non-licensed facilities, or private residences, are prohibited. Maximum lodging rates still apply.

**Eligibility for lodging reimbursement.** Employees are eligible for lodging reimbursement for travel to a location that is 50 miles or more from the employee's headquarters city under the following conditions:

Prior to the event:

- When they are required to leave home or headquarters (whichever is closer) prior to 6 AM in order to reach their destination in time for the assignment or meeting
- When the meeting starts at 8 AM or earlier.

At the conclusion of the event:

- When they are expected to arrive at their headquarters or home location (whichever is closer) after 7 pm that same day.

Exceptions to the 50 mile limitation policy are as follows:

<b>Distance</b>	<b>Purpose</b>	<b>Eligibility</b>
30 miles from headquarters, if distance from headquarters or home (whichever is shorter) to assignment also exceeds 30 miles and is fewer than 50 miles.	Assignment Outside of Headquarters City	For assignments lasting two or more full business days. Employees will be expected to travel to the assignment from their headquarters or home on the first day of the assignment if it begins after 8 AM, and are expected to travel back to their home after the conclusion of the last day of the assignment.
25 miles from headquarters, if distance from headquarters or home (whichever is shorter) to assignment also exceeds 25 miles and is fewer than 50 miles.	Certain Judicial Events	Judges and District Court Administrators attending Judicial Conference or New Judge Orientation. Employees will be expected to travel to the assignment from their headquarters or home on the first day of the assignment if it begins after 8 AM, and are expected to travel back to their home after the conclusion of the last day of the assignment.
0 miles from headquarters, if distance from headquarters or home (whichever is shorter) to assignment also exceeds 0 miles and is fewer than 50 miles.	Judicial College	Judges attending Judicial College. Employees will be expected to travel to the assignment from their headquarters or home on the first day of the assignment if it begins after 8 AM, and are expected to travel back to their home after the conclusion of the last day of the assignment.

## TRANSPORTATION/MILEAGE EXPENSE

### **Mileage Reimbursement:**

	<b>Employees Based in Dane County</b>	<b>Employees Based OUTSIDE Dane County</b>	<b>Judges</b>
<b>State Fleet Car</b>	<b>Consider using a State Fleet Vehicle</b> for car Travel. Fleet vehicles can be requested here: <a href="https://fleetportal.wi.gov">https://fleetportal.wi.gov</a> <ul style="list-style-type: none"> <li>The login is your eIAM username and password.</li> </ul>	Fleet Vehicles not available	Fleet Vehicles are only an option for Judges based in Dane County.
<b>Personal Car – Round Trip LESS THAN 100 miles</b>	Mileage will be reimbursed at \$0.51/mile  <b>Expense Type:</b> <b>Mileage Car</b>	Mileage will be reimbursed at \$0.51/mile  <b>Expense Type:</b> <b>Mileage Car</b>	Judges are not eligible for reimbursement for mileage traveled within their base County.

<b>Personal Car – Round Trip GREATER THAN 100 miles</b>	<b>If you choose to use your personal vehicle you will be reimbursed at \$0.352/mile.</b>  <b>Expense Type: Mileage Car (TD)</b>  <b>If you attempt to reserve a fleet car and there is not one available causing you to use your personal car you can claim reimbursement at \$0.51/mile.</b>	Mileage will be reimbursed at \$0.51/mile  <b>Expense Type: Mileage Car</b>	Mileage will be reimbursed at \$0.51/mile  <b>Expense Type: Mileage Car</b>
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**Calculating Mileage.** When calculating miles driven you **must use the shorter of these two options:** home to worksite or headquarters city to worksite. You can measure mileage using google maps or the odometer on your car.

- **Example 1-** Judge Franny Flowers lives in Portage and works in Madison. She is attending a conference in Milwaukee. The distance from Portage to Milwaukee is 106 miles. However, the distance from Madison, her headquarters city, to Milwaukee is only 79 miles. Judge Franny Flowers can claim 79 miles (158 for round trip) *EVEN IF* she left from her home that morning instead of the office.
- **Example 2 –** Court Reporter Larry Leaf lives in Lake Mills but works in Janesville. He is attending training in Oshkosh. The distance from his home in Lake Mills to Oshkosh is 71 miles. This distance from his office in Janesville to Oshkosh is 125 miles. In this case, Larry Leaf should use the mileage from his home in Lake Mills as that is the shorter distance.

**Ground transportation.** Employees should use the most efficient and cost effective transportation method available, such as airport/hotel shuttles, taxi, or ridesharing services when possible.

- Shuttle service (usually less expensive or free) should be utilized in place of a taxi or rideshare whenever possible and the employee shall be reimbursed at a rate of no more than that of the shuttle service cost if such shuttle service was available.
- Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds \$25.
- Tips exceeding 15 percent of the cost of the fare will not be reimbursed.
- When a number of court employees are knowingly 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 or designee determines that such reimbursement is appropriate.
- Rental vehicles should be used in situations only where it 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, state contract vendors should be used unless the vendor is unable to provide a vehicle as needed.

## **AIRLINE EXPENSE**

**Maximum Airfare Rates.** Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. The Director of State Courts or designee may determine a reimbursement amount other than the lowest appropriate airfare only when the traveler provides written explanation of the reasonableness of the expense. Requests for reasonable accommodations due to a disability shall be made in accordance with Office of Management Services policies and procedures. Where a traveler is seeking reimbursement for airfare, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and a receipt attached to the travel voucher. The Court will not cover additional costs for airline travel associated with departing on a date outside the maximum travel dates necessary for attendance at the meeting, event or conference.

- **Lowest Appropriate Airfare:**

- 1) Lowest total fare which provides for:
  - a. not more than a two-hour window from the traveler's preferred departure or arrival time (where reasonable);
  - b. may require one plane transfer without regard to carrier, aircraft, and connecting airport;
  - c. departs from the airport nearest to the employee's headquarters location or, at the discretion of the employee, from an airport offering a fare which is more cost effective, including parking, mileage, and/or additional overnight stays;
  - d. one carry-on and/or checked bag, if not already included in the cost of the fare; and (e) general (i.e., the most basic) seat assignment selection at the time the fare is booked; and
  - e. best representation of the costs associated with booking the event at least 30 days in advance of the travel date, if travel was authorized and anticipated prior to that date.
- 2) Additional baggage may be authorized by the appointing authority after review of a written justification and a determination that it is necessary and reasonable. If authorized, the cost of additional baggage shall be factored into determining the lowest total fare.
- 3) The class of fare purchased shall be a coach/economy, or equivalent, class fare. The court shall not reimburse for premium fares (e.g., business, first class, or similar). In cases where multiple tiers of coach/economy exist, those fares may be reimbursable if they represent the lowest total, or cumulative, cost.

## **NON REIMBURSABLE EXPENSES**

**The following items are NOT reimbursable and should NOT be claimed on your travel expense:**

- Expenses not related to state-business.
- Alcoholic beverages.
- Spouse or family member's travel costs.
- Lost or stolen cash or personal property.
- Personal items and services.
- Laundry services when trip is fewer than 3 days.
- Traffic citations, parking tickets and other fines.
- Additional charges incurred for personal reasons involving vehicle rentals.
- Locksmith charges on fleet, rental or personal vehicle except when fleet or rental vehicles experience mechanical problems.
- Excess costs of circuitous or side trips for personal reasons.
- Parking or travel costs at the assigned workplace (unless for loading of a state vehicle for a business purpose, for one hour or fewer, where approved by Management Services).
- For employees who work remotely, parking or travel costs to their designated headquarters city.
- Repairs, towing services, lubrication for personal vehicles.
- Meals included in the cost of airfare, registration fees, lodging, etc.
- Pay for view TV in hotel/motel rooms.
- Extra costs for additional persons in room.
- Charges for late checkout or un-cancelled guaranteed reservations (unless justified).
- Lodging at private residences.
- Lodging within 50 miles of the headquarters city unless specified above.
- Airline charges to select a premium seat.
- Sales or local taxes in Wisconsin.