

WISCONSIN COURT SYSTEM

TRAVEL GUIDELINES FOR STATE EMPLOYEES

MEAL REIMBURSEMENT RATES

MEAL	LEAVE AT OR BEFORE	RETURN AT OR AFTER	IN-STATE MAX	OUT-STATE MAXIMUM
BREAKFAST	6:00 a.m.	NA	\$11.00	\$12.00
LUNCH	10:30 a.m.	2:30 p.m.	\$13.00	\$18.00
DINNER	NA	7:00 p.m. (see ** below)	\$24.00	\$28.00

- ** Return at or after 7 p.m. to employee's headquarters city or home of record, whichever is earlier.
- On a day an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum for one or more meals, provided that the total amount claimed does not exceed the maximum reimbursement rate for all eligible meals. Each day is considered separately for application of this policy.
- No reimbursement is allowed for alcoholic beverages.
- Bagged lunches in lieu of purchased lunch may be reimbursed up to \$5 per meal.
- Maximums listed include tax and gratuity.
- Meals reimbursed for travel that does not include an overnight stay will be reported as taxable income in accordance with IRS regulations.

LODGING REIMBURSEMENTS

PER NIGHT LODGING (EXCLUDES TAX)	MOST IN-STATE COUNTIES	MILWAUKEE, WAUKESHA & RACINE COUNTIES	OUT-OF-STATE LODGING MAXIMUMS SEE DPM WEBSITE:
MAXIMUM REIMBURSEMENT PER NIGHT	\$101.00	\$106.00	https://dpm.wi.gov/Bulletins/DPM-0606-CC-TSA.pdf

- Reimbursement is limited to the single rate for a single room.
- Lodging receipts must be attached to the travel voucher even if a State Purchasing Card is used.

MILEAGE REIMBURSEMENT RATES

MODE OF CONVEYANCE	PER MILE REIMBURSEMENT
Private Automobile w/ Certificate of Non-Availability, W/in 100 miles or Elected	\$0.51 effective July 1, 2012
Private Automobile w/o Certificate of Non-Availability	\$0.352 effective December 1, 2011
Private Motorcycle	\$0.285 effective December 1, 2007
Private Aircraft	\$0.51

OTHER INCIDENTAL COSTS

ITEM	ALLOWABLE REIMBURSEMENT
Hotel Gratuity	Not to exceed \$2.00 a day (e.g., a one night stay has a max reimbursement of \$4.00)
Airport Portage	Not to exceed \$1.00 per piece of luggage
Laundry & Dry Cleaning	Actual, reasonable cost if stay exceeds 3 days (Receipt is required)
Airline charges for checked baggage	Attach baggage receipt(s) to travel voucher. Claim for reasonable business travel only
Business: Telephone/Facsimile/internet connection	More than \$5.00 shall be supported by a receipt
Taxi/shuttle	Attach receipt when one-way trips exceed \$25. Tip maximum 15%
Registration Fee	Actual Cost, Receipt is required
Parking costs or tolls	Attach receipt when claims exceed \$25 & whenever possible (ie: parking ramp w/attendant)