



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

TRAVEL GUIDE

FOR

COURT SYSTEM EMPLOYEES

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. You will be reimbursed for authorized travel expenses on your payroll check. Tips for using STAR for travel are included in this guide.

The full Courts Travel Policy is available here: [Courts Travel Policy](#)

The full detailed travel job aid is available here: [Creating and Modifying an Expense Report](#)

ASSISTANCE WITH TRAVEL EXPENSE REPORTS

Please do not hesitate to call 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:

- Peggy Andrew.....(608) 266-3501
- Chuck Simon.....(608) 266-6865
- Joy Prado.....(608) 261-8287

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

- Elizabeth Behnke.....(608) 267-7997
- Terry Hopkins.....(608) 266-6808

****TRAVEL REIMBURSEMENT SUBMISSION TIMELINE****

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.

USING STAR TO SUBMIT A TRAVEL EXPENSE REPORT

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

- You will use your eIAM username and password to log in.
- *TIP:* STAR works best in the Google Chrome Browser

2. Click on Travel and Expense Tile.



- Review any pending or unsubmitted/saved reports you may have before submitting a new report.

3. Click on Create Expense Report



Create Expense Report

- **TIP: Only enter ONE Expense Report per travel event.**
- Think of the Expense Report as your travel story. Start at the beginning of your trip and work through all the parts of your trip that are reimbursable within the same report.

4. Fill out General Information at the top of the Expense Report page.

- Business Purpose (select from dropdown).
- Description (enter text such as name of event).
 - *TIP:* use the month and year to help distinguish between annual events.
e.g. WI Judicial Conf 11/2019
- Other fields are optional.

5. **Fill out Expense Details** in the middle of the Expense Report Page.

- Click the Add Expense button to get started.



- For each expense you will need to fill out:
 - **Date** – this is the date of the travel expenditure.
 - **Expense Type** – choose appropriately from the drop down menu.
 - **Description** – enter a description of the expense.
IMPORTANT – Departure and Return times MUST be entered in the Description box on your Expense Report. Your eligibility for meal reimbursement is dependent on your departure and return times. See page 4 for more information. **Remember:** Return time means the time you returned to your headquarters city, not when you left the event.
 - **Amount** – the dollar amount you are claiming

6. **Attach Receipts if Required**

- **Some expenses require a receipt while others do not.** 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">○ Airfare○ Airline Luggage Fees○ Taxi/Limo/Rideshare over \$25○ Shuttle bus fees○ Vehicle Rentals○ Hotel Rooms (“Folio” from Hotel)○ Registration Fees over \$25○ Single parking cost of over \$10○ Laundry service	<ul style="list-style-type: none">○ Meals within state rates○ Parking \$10 or under.○ Mileage Car

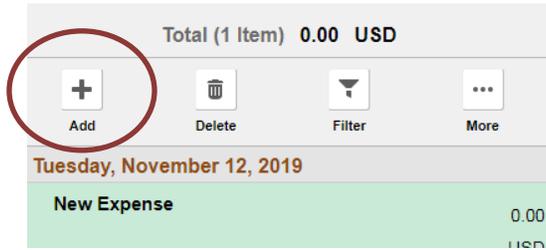
- Detailed instructions on how to upload a receipt in STAR are shown as steps 30-35 in the expense report job aid (pg 16):
<https://www.wicourts.gov/staff/docs/expensereportjobaid.pdf>
- **NOT ACCEPTED AS A RECEIPT: Credit card statements or credit card bills.** These are not acceptable substitutes for 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.
- **Do NOT attach a receipt for meals under the state rates, shown on page 4.**

7. **Attach Additional Documentation if needed**

- For certain types of travel, such as for conferences or out of state events, additional information is required as a part of your travel expense report. Examples of additional documentation are:
 - A copy of the conference announcement (contains hotel location and room rate)
 - A copy of the conference agenda.
 - Out of State Travel authorization [form](#) (judges) or written authorization from Director).
- Attach any additional information in the same manner as receipts.

8. **Add Additional Lines to the Report** until all of your travel expenses are included.

- To add additional expense lines to your report, use the plus (+) button on the left hand side of the page



9. **Save Expense Report** by pressing the Save button in the upper right hand corner. It is recommended that you save early and save often so that changes do not get lost.



10. **Before you can submit your report, any errors need to be corrected.** Errors are identified with red flags. Examples could be – not submitting a receipt when required, not having an expense accounting code set up, or submitting a report more than 60 days after the expenses were incurred. The finance team can assist in correcting those errors if you are unsure what to do.
11. **Review and Submit** your Expense Report. It will go to your supervisor for approval and Management Service for processing. This is a three step process. Be sure to hit submit.



REIMBURSEMENT RATES AND RULES

As you fill out your Expense Report, or when you are scheduling business travel, please be aware of the following reimbursement rates and rules.

MEAL EXPENSES

Meal reimbursement amounts include tax and tip (15% maximum tip). Meal reimbursement rates are:

In State		Out of State	
Breakfast	\$ 8.00	Breakfast	\$10.00
Lunch	\$10.00	Lunch	\$15.00
Supper	\$20.00	Supper	\$25.00

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

Meals Purchased for Others. If you claim expenses for a meal you purchased for another person or persons, you must attach the meal receipt and list the person(s) for whom the meal was purchased on your travel voucher.

LODGING/HOTEL EXPENSES

Maximum Lodging Rates.

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

In State	In State Milwaukee, Racine, Waukesha counties	Out of State
\$82/night	\$90/night	\$90/night except in High Cost Cities. Contact mailto:fiscal.office@wicourts.gov for more information
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 may determine it is in the best interest of the State to specify an employee’s lodging accommodations. If this lodging rate exceeds the state maximum, the employee must attach documentation to their travel expense report that clearly indicates the Director of State Courts’ approval that an employee stays at the specified lodging accommodation. This documentation must include the Director’s written authorization and justification for requiring the employee to stay at the specified lodging accommodation. If you received an email from the Director with prior approval, a .pdf of the email should be attached to your expense report.

TRANSPORTATION/MILEAGE EXPENSE

Mileage Reimbursement:

	Employees Based in Dane County	Employees Based OUTSIDE Dane County	Judges
State Fleet Car	<p>Consider using a State Fleet Vehicle for car Travel. Fleet vehicles can be requested here: https://fleetportal.wi.gov</p> <ul style="list-style-type: none"> The login is your eIAM username and password. 	Fleet Vehicles not available	Fleet Vehicles are only an option for Judges based in Dane County.
Personal Car – Round Trip LESS THAN 100 miles	<p>Mileage will be reimbursed at \$0.51/mile</p> <hr/> <p style="text-align: center;">Expense Type: Mileage Car</p>	<p>Mileage will be reimbursed at \$0.51/mile</p> <hr/> <p style="text-align: center;">Expense Type: Mileage Car</p>	Judges are not eligible for reimbursement for mileage traveled within their base County.
Personal Car – Round Trip GREATER THAN 100 miles	<p>If you choose to use your personal vehicle you will be reimbursed at \$0.352/mile</p> <hr/> <p style="text-align: center;">Expense Type: Mileage Car (TD)</p> <p>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.</p> <ul style="list-style-type: none"> <i>Documentation from DOA Fleet must be uploaded showing non-availability.</i> <hr/> <p style="text-align: center;">Expense Type: Mileage Car</p>	<p>Mileage will be reimbursed at \$0.51/mile</p> <hr/> <p style="text-align: center;">Expense Type: Mileage Car</p>	Mileage will be reimbursed at \$0.51/mile
Employees Using Motorcycles	Mileage will be reimbursed at \$0.28/mile	Mileage will be reimbursed at \$0.28/mile.	Mileage will be reimbursed at \$0.28/mile.

- **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.

Car Rental. Normally, employees shall not rent cars. When a "car rental" is deemed the most cost-efficient means of transportation in a particular situation, a written justification must be attached to the travel voucher along with the original receipt.

NON REIMBURSABLE EXPENSES

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

- 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 (i.e. luggage, clothes, etc.)
- Laundry service when the trip is less than three 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 cost of circuitous or side trips for personal reasons.
- Parking costs at the assigned workplace.
- For employees who telecommute or work from home, expenses for if they choose to commute to their headquarters city.
- Repairs, towing service, lubrication, etc. for personal vehicles.
- Meals included in the cost of airfare, registration fees, lodging, etc.
- Pay for view movies in hotel/motel rooms.
- Extra costs for additional persons in room.
- Charges for late checkout or un-cancelled guaranteed reservations (unless justified).
- Lodging at unlicensed facilities (including prohibition of VRBO, AirBnB).
- Lodging at private residences.
- Lodging within 50 miles of the headquarter city (unless properly justified and pre-approved by the Director of State Courts).
- Flight insurance.
- Airline charges to modify seat selections or select a premium seat.

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