
Wisconsin Court System Travel Policies

Updated 2.2.2020

Purpose

This document outlines the policies and procedures for processing travel expenses for the Wisconsin Court System. The policies and procedures are established by the Uniform Travel Services Agreement under the State of Wisconsin Compensation Plan, State Statutes, Director of State Courts and Office of Management Services policy.

Policy

- 1 The Wisconsin Court System requires a uniform record of all travel costs to conform to state travel policies and achieve equity in travel reimbursement to its employees and attached agencies. These rules and policies are based on the [Uniform Travel Schedule Amounts \(UTSA\)](#), state statutes, and Wisconsin Court System policies.
- 2 [STAR \(PeopleSoft\)](#) is the agency's system for processing all state employee and judicial officer and non-judicial staff travel expense vouchers. The employee creates an expense report in STAR, and it is approved by the employee's HR supervisor.

Expenses claimed in the STAR Expense Module must be entered so managers reviewing the claim can determine whether they are in compliance with reimbursement rules. Please note that no more than two months' worth of expenses should be submitted on an expense report. Expenses incurred more than 60 days prior to submittal may be subject to taxation.

- 3 Employee travel expense reimbursements are paid through the payroll system on the employee's paycheck. Payment through the payroll system allows calculation of required withholdings for items that are considered taxable.
- 4 Non-state employee or reserve judge expenses are not processed through the STAR Expense Module. Non-state employees will claim expenses on a travel voucher. The expenses will be reimbursed via payment request (direct charge) in the STAR Accounts Payable Module.

Role Definitions

User Role Name	Role Description
Expense Employee	Enters/modifies expense reports
Assigned Proxy	Enters/modifies expense reports on behalf of another employee
Expense Approver	Audits and approves expense reports

Business Process

Employee

1. Employee creates expense report in STAR.
 - A. A separate travel reimbursement expense voucher is needed for each business purpose that the employee had during the claim period.
 - B. Refer to the [Expense Type Requirements](#) section for information on what is required for each expense type. *Please note*, certain judicial travel requires prior written approval by the Director of State Courts. For judges, please refer to Administrative [Bulletin](#) 18-03.
 - C. Consult with fiscal staff (fiscal.office@wicourts.gov) if accounting fields are blank.
2. Required receipts, agendas, and out of state authorizations (if applicable) must be scanned and attached/uploaded in STAR.

Employee HR Supervisor

1. The employee HR supervisor will receive an email notification that an expense report is awaiting approval. If you are an elected official, your HR supervisor will be the Office of Management Services.
2. The supervisor is responsible for reviewing expense reports for:
 - A. Appropriateness of the expense/travel
 - B. Attachment of original receipts

3. The employee HR supervisor may approve, send back, put on hold, or deny an expense report.

Approved: The expense report will move on to the pre-pay auditor.

Send Back: The expense report will be returned to the employee for correction. The supervisor will need to add a comment indicating what corrections need to be made.

Hold: The supervisor may resolve pending issues before approving.

Deny: The expense report will be closed. The employee will not be able to further modify the existing report and would need to create a new report for these expense.

Pre-pay Auditor (OMS)

1. The pre-pay auditor will receive an email notification that an expense report is awaiting approval.

2. The pre-pay auditor is responsible for reviewing expense reports for:

A Adherence to [Uniform Travel Schedule Amounts \(UTSA\)](#) guidelines, state statutes, and departmental guidelines

B Accuracy of chartfield values

C Receipt of required supporting documentation

D Attachments/receipt of the out of state authorization if required

3. The pre-pay auditor may approve, send back, put on hold, or deny an expense report.

Non-State Employees and Reserve Judges

1 Non-state employees, reserve judges and intermittent workers will claim travel expenses on a travel expense form. This form must be signed and dated by the submitting requestor and approver. Original receipts will be attached as necessary. The request will be submitted to the program area approver.

2 The program area payment processor will send the travel expense report with the payment request number and attached receipts and documentation via interdepartmental or US mail to:

Wisconsin Court System
Office of Management Services
110 E. Main St., Ste. 430
Madison, WI 53703

- 3 OMS will process the payment request (direct charge) and payment will be issued to the traveler.
- 4 As permitted under Wis. Stats. 753.075 (3)(a), while serving outside the county in which they reside, temporary reserve judges shall also receive reimbursement for actual and necessary expenses incurred in the discharge of judicial duties.

Mileage and Parking Reimbursement Rules

1. Travel Within the Headquarters City:

- a. Non –Judges: Wis. Stats. 20.916 (9)(e) permit reimbursement for employees in their headquartered city for their actual, reasonable, and necessary expenses incurred in the discharge of official duties only upon approval of an appointing authority. The Wisconsin Court System will permit reimbursement for expenses in the headquartered city upon approval of a Deputy Director or the Director of State Courts. “Headquarters” is defined as the area with the municipality where an employee’s permanent work site located and the area within a radius of 15 miles from that worksite. This does not apply to travel between an employee's residence and the city, village, or town in which the employee is headquartered, which shall not be reimbursable. For expenses in the headquartered city, the employee must attach a copy of the approval from the Deputy Director or Director of State Courts.

2. Travel Outside Your Headquarters City:

- a. If you must travel to a worksite removed from your assigned headquarters, you will be reimbursed the mileage from your home to the worksite or the mileage from your headquarters city to the worksite, whichever is closer. This includes any mileage incurred from your headquarters city to other municipalities in the same county.
- b. Per s. 753.19, Wis. Stats., judges are not eligible for state reimbursement for travel in the home county in which the judge is headquartered; however they are eligible for reimbursement for actual and necessary itemized expenses incurred in the discharge of judicial duty outside the county of residence, and in attending meetings of the judicial conference or the committees thereof, and as a judge designated to serve on the judicial administrative committee or the subcommittees thereof (s. 753.073, Wis. Stats.).
- c. Mileage from your home to your headquarters city is not eligible for reimbursement.

Expense Type Requirements

Below is a detailed description of how and when to use each expense type when creating a travel expense report in STAR.

Not Listed Below: The business purpose is required for each expense claim. If a trip or event has multiple claims and one business purpose, the business purpose only needs to be recorded on the expense report once. The business purpose can be added in the description, expense line descriptions, or as an attachment.

Expense Types	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
ATM Fees	<ul style="list-style-type: none"> Must be obtained for business expense and approved by appointing authority 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Airfare	<ul style="list-style-type: none"> When flying commercially for business 	<ul style="list-style-type: none"> Travel to and from locations 	<ul style="list-style-type: none"> Ticket Number 	<ul style="list-style-type: none"> Original Receipt or email confirmation
Airfare fee/ Baggage	<ul style="list-style-type: none"> When expense is incurred during air travel for business 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt or email confirmation
Bottled Water	<ul style="list-style-type: none"> International travel only \$7.50 limit per day 		<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> N/A
Bus	<ul style="list-style-type: none"> When traveling between cities When traveling within HQ city via city bus 	<ul style="list-style-type: none"> Travel to and from 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt unless Metro Bus
Bus. Supplies/ Purchase - Taxable	<ul style="list-style-type: none"> Supply purchases from out-of-state vendors 	<ul style="list-style-type: none"> Items purchased 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Bus. Supplies/ Purchases	<ul style="list-style-type: none"> Supply purchases from in-state vendors 	<ul style="list-style-type: none"> Items purchased 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Damaged Personal Items	<ul style="list-style-type: none"> Contact OMS for eligibility 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt (Max \$100)
Event Interview Expenses	<ul style="list-style-type: none"> Travel expenses related to applicant interviewees 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Pre-authorization from the Deputy Director for Management Services
Event-fees/ Refreshments	<ul style="list-style-type: none"> Extraordinary requests for event fees/refreshments outside of meal guidelines 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Pre-authorization from the Purchasing Officer, Deputy Director for Management Services, or Director of State Courts
Fax	<ul style="list-style-type: none"> Fax costs for business purposes incurred while traveling 	<ul style="list-style-type: none"> Travel Location 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Fax - Taxable	<ul style="list-style-type: none"> Fax costs for business purposes incurred while traveling 	<ul style="list-style-type: none"> Travel Location 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Fuel for Vehicle Use	<ul style="list-style-type: none"> Gas purchased by the employee for state vehicles when a fuel card is not available 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt Confirmation of vehicle rental with dates

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Hired Moving Fees >CY17	<ul style="list-style-type: none"> Used for third-party movers as part of employment agreement. 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt Prior Authorization from Deputy Director of Management Services Copy of contractual agreement upon employment
Internet - Taxable	<ul style="list-style-type: none"> Home office use only 	<ul style="list-style-type: none"> Service Dates Home Headquarters 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Job Education	<ul style="list-style-type: none"> Fees for job specific training 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Registration Agenda or syllabus Original Receipt
Laundry/ Pressing Charges	<ul style="list-style-type: none"> Employee must be in travel status for at least 3 concurrent days and is only allowed one charge per calendar week 	<ul style="list-style-type: none"> Dates of travel 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Lodging Gratuities	<ul style="list-style-type: none"> Up to \$2.00 on the day of arrival, \$2.00 on the day of departure and \$2.00 per each night of stay 	<ul style="list-style-type: none"> Dates of Stay 	<ul style="list-style-type: none"> Location Number of Nights 	<ul style="list-style-type: none"> If not claiming lodging on expenses report scan of hotel folio (bill).

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Lodging in WI	<ul style="list-style-type: none"> Refer to maximum rates in UTSA (non-Milwaukee, Waukesha and Racine Counties) 	<ul style="list-style-type: none"> Dates of Stay 	<ul style="list-style-type: none"> Location Number of Nights 	<ul style="list-style-type: none"> Original Receipt If conference, copy of agenda Justification for exceeding maximum
Lodging Outside WI	<ul style="list-style-type: none"> Refer to maximum rates in UTSA 	<ul style="list-style-type: none"> Dates of Stay 	<ul style="list-style-type: none"> Location Number of Nights 	<ul style="list-style-type: none"> Original Receipt If conference, copy of agenda Out of State Travel Authorization documentation Justification for exceeding maximum
Meals Bagged	<ul style="list-style-type: none"> \$4 flat rate for each bagged meal 	<ul style="list-style-type: none"> Work Hours 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> N/A
Meals Bagged Overnight	<ul style="list-style-type: none"> \$4 flat rate for each bagged meal 	<ul style="list-style-type: none"> Work Hours 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> N/A
Meals In-State No Overnight	<ul style="list-style-type: none"> 15 miles away from HQ city Meals incurred during business trips 	<ul style="list-style-type: none"> Departure time Return time 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> N/A
Meals In-State Overnight	<ul style="list-style-type: none"> 15 miles away from HQ city Meals incurred during business trips 	<ul style="list-style-type: none"> Departure time Return time 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> N/A
Meals International	<ul style="list-style-type: none"> Meals incurred during business trips 	<ul style="list-style-type: none"> Departure time Return time 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Out-of-State Authorization
Meals Out-of-State No Overnight	<ul style="list-style-type: none"> 15 miles away from HQ city Meals incurred during business trips 	<ul style="list-style-type: none"> Departure time Return time 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Out-of-State Authorization

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Meals Out-of-State Overnight	<ul style="list-style-type: none"> 15 miles away from HQ city Meals incurred during business trips 	<ul style="list-style-type: none"> Hours depart Hours return 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Out-of-State Authorization
Mileage Car (Mileage is audited using Google Maps)	<ul style="list-style-type: none"> Mileage incurred in personal vehicle Madison HQ employees: mileage 99 and under round trip 	<ul style="list-style-type: none"> Home Address (if left from or returned to) HQ Address (first line only) Destination Address 	<ul style="list-style-type: none"> Originating Location Destination Location Miles 	<ul style="list-style-type: none"> N/A
Mileage Car (TD) (Mileage is audited using Google Maps)	<ul style="list-style-type: none"> Mileage incurred in personal vehicle Madison HQ employees: mileage 100 and up round trip Turn-down Rate 	<ul style="list-style-type: none"> Home Address (if left from or returned to) HQ Address (first line only) Destination Address 	<ul style="list-style-type: none"> Originating Location Destination Location Miles 	<ul style="list-style-type: none"> N/A
Mileage Handicap Van (Mileage is audited using Google Maps)	<ul style="list-style-type: none"> Physical disabilities that prohibit use of standard fleet vehicle 	<ul style="list-style-type: none"> Home Address (if left from or returned to) HQ Address (first line only) Destination Address 	<ul style="list-style-type: none"> Originating Location Destination Location Miles 	<ul style="list-style-type: none"> Correspondence/Memorandum issued by OMS
Mileage Motorcycle (Mileage is audited using Google Maps)	<ul style="list-style-type: none"> Mileage incurred on personal vehicle 	<ul style="list-style-type: none"> Home Address (if left from or returned to) HQ Address (first line only) Destination Address 	<ul style="list-style-type: none"> Originating Location Destination Location Miles 	<ul style="list-style-type: none"> N/A
Misc. Travel Supplier Fees	<ul style="list-style-type: none"> When travel arrangements change outside of the employees control 	<ul style="list-style-type: none"> Description of arrangement changes 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Original Receipt
Moving Stipend - Taxable	<ul style="list-style-type: none"> Household transportation and related costs 	<ul style="list-style-type: none"> Dates of transfer or hire Dates of move 	<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Invoice Copy of contractual agreement 1-2 estimates Prior Authorization from Deputy for Management Services

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Parking	<ul style="list-style-type: none"> Parking expenses associated with business travel, including valet parking in lieu of self-park 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts for total single parking expense over \$10.
Passport/VISA	<ul style="list-style-type: none"> Passport/Visa fees incurred for official state business 	<ul style="list-style-type: none"> Dates of impending trip 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts for expense over \$25 Written justification if expedition fees
Phone for Business Use	<ul style="list-style-type: none"> Business phone calls only while in the field 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipt for expense over \$5 per Call
Phone for Business Use - Taxable	<ul style="list-style-type: none"> Business phone calls only while in the field 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipt for expense over \$5 per call
Phone International	<ul style="list-style-type: none"> Business phone calls only while in the field 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipt for expense over \$10 per day
Porterage Fee	<ul style="list-style-type: none"> Porterage fees incurred for buses and airports (\$1 per piece of luggage) 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Postage/ Mailing Fees	<ul style="list-style-type: none"> When mailing business related material via carrier service 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Registration Fee	<ul style="list-style-type: none"> Registration fees for work related events 	<ul style="list-style-type: none"> Date of event/s 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts > \$25
Self Moving Fees >CY17	<ul style="list-style-type: none"> Household transportation and related costs 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Invoice Copy of contractual agreement 1-2 estimates Prior Authorization from Deputy for Management Services

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Special Mode Transportation	<ul style="list-style-type: none"> • Transportation for specialized field trips and other situations where traditional modes of transportation are not available 	<ul style="list-style-type: none"> • Dates of use of special mode transportation 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Original Receipt and/or list of actual out-of-pocket expenses • Explanation of the circumstances
Tax Penalty	<ul style="list-style-type: none"> • When incurred expenses are originally submitted > 60 days • Use in conjunction with Tax Penalty Correction line 	<ul style="list-style-type: none"> • Please type "tax penalty" into the description field 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Tax Penalty Correction	<ul style="list-style-type: none"> • When incurred expenses are originally submitted > 60 days • Use in conjunction with Tax Penalty line 	<ul style="list-style-type: none"> • Please type "tax penalty correction" into the description field 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Taxi/Shuttle	<ul style="list-style-type: none"> • Taxi or shuttle used for state business 	<ul style="list-style-type: none"> • Originating location • Destination location 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Original receipt required over \$25 for one way fare including tip
Temporary Lodging	<ul style="list-style-type: none"> • Refer to Office of Management Services for direction 		<ul style="list-style-type: none"> • Location • Number of Nights 	<ul style="list-style-type: none"> • Original Receipt • Prior Authorization from designated courts official.
Tolls	<ul style="list-style-type: none"> • Toll fees incurred when traveling for state business 	<ul style="list-style-type: none"> • Originating Location • Destination Location 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Original Receipt over \$25 • For travel in personal vehicle for which a toll pass is available, toll pass statement of charges incurred.

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Train	<ul style="list-style-type: none"> Travel via train limited to coach if available for state business 	<ul style="list-style-type: none"> Originating Location Destination Location 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Travel Incidentals	<ul style="list-style-type: none"> When travel arrangements change outside of the employees control 		<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original Receipt
Vehicle Rental	<ul style="list-style-type: none"> When most cost efficient mode transportation for state business 	<ul style="list-style-type: none"> Originating Location Destination Location 	<ul style="list-style-type: none"> Merchant Type Rental Company Name 	<ul style="list-style-type: none"> Original Receipt Rental Agreement

Frequently Asked Questions

Why is my business unit highlighted in red?

When the business unit is highlighted in red, this means there is a chartfield coding error in Accounting Details. Please verify the proper coding strings are being utilized. Refer to the [fiscal office](#) if you're unsure of which coding to use.

What budget reference should I use?

Always use the current fiscal year's budget reference. Each fiscal year begins on July 1st. Please watch for posted deadlines during the transition between fiscal years.

Should I change the account codes in the Accounting Details?

No. After choosing your expense type DO NOT change the account code that defaults into your chartfield. The default account code is correct

Can I put another employee's expense on my expense report?

No. All employees must submit their own expense reports.

Do I need to provide detailed addresses for mileage trips that include multiple stops?

Only municipalities with an area over 30 square miles require a full address. (Refer to list below)

Caledonia, WI	Janesville, WI	Muskego, WI
Eau Claire, WI	Kronenwetter, WI	New Berlin, WI
Fitchburg, WI	Madison, WI	Pleasant Prairie, WI
Franklin, WI	Menomonee Falls, WI	Reserve, WI
Germantown, WI	Mequon, WI	Richfield, WI
Green Bay, WI	Milwaukee, WI	Suamico, WI
Hobart, WI	Mount Pleasant, WI	Superior, WI

All other stops only require a city and state name.

When an expense report is sent back, the expense approver creates a comment with the necessary edits. To access this, the employee must click into the Expense Details hyperlink in the upper right hand of the expense report, and the comments will show up in red.

Why was my expense report returned?

When an expense report is sent back, the expense approver creates a comment with the necessary edits. To access this, the employee must click into the Expense Details hyperlink in the upper right hand of the expense report, and the comments will show up in red.

Why didn't I receive an email that my expense report was returned?

The most likely cause for this is that the employee does not have an email listed in their STAR profile. Employees should contact payrolloffice@wicourts.gov to have a valid email address added to their profile.

Can I submit expense reports on behalf of another employee?

No.

My lodging in Wisconsin did not honor the state rate, how much can I get reimbursed?

Employees are reimbursed for the state rate. Employees must justify requests for amounts over the limit by using the Authorized Amount Exceeded Comment and adding a note explaining why. For longer explanations, please add justification in the Notes section of the Summary page of the expense report.

What is the lodging reimbursement rate for travel to high cost out-of-state cities?

Please contact a travel and expense coordinator in OMS. The schedule for high cost cities is established by the Department of Administration. <https://dpm.wi.gov/Bulletins/DPM-0502-CC-TSA.pdf>

Do I attach my documentation, agendas, receipts, etc. to the expense report in STAR?

Yes. Receipts, documentation and agendas should be attached.

How do I print out a copy of my expense report?

In the View function, look for the printer icon and click the *View Printable Version* hyperlink. On the next screen, click the *Print Expense Report* hyperlink. Print from there.

How often should I submit my expense reports?

Expenses should be submitted no later than 60 days after the date they were incurred. Expenses submitted past 60 days are subject to IRS Tax Penalty.

What should I put in the report description field?

The report description should always be your dates of travel.

Do I need additional approval for travel within my headquarter city or when I am requesting reimbursement for expenses that do not meet the uniform travel guidelines?

Documentation of approval by the Director of State Courts is required for any travel or reimbursement that is outside the uniform travel guidelines. Attach to the expense report email or form that includes an authorization by the Director.

When do I need to add tax penalty lines?

Tax penalty lines must be added for certain expenses that are originally submitted more than 60 days after they were incurred by the traveler.

If my expense report becomes over 60 days old because of a delay due to approvals, corrections, or resubmission, am I expected to add the tax penalty lines?

No. The 60 days for the tax penalty rule is calculated from the traveler's original submission date. Subsequent resubmissions or delays in approval will not affect the 60 day rule.