



**WISCONSIN DEPARTMENT OF MILITARY AFFAIRS
TRAVEL GUIDELINES FOR STATE EMPLOYEES
2017-2019 BIENNIUM**

MEAL REIMBURSEMENT RATES

MEAL	LEAVE BEFORE	RETURN AFTER	IN-STATE MAX	OUT-STATE MAXIMUM
BREAKFAST	6:00 a.m.	NA	\$8.00	\$10.00
LUNCH	10:30 a.m.	2:30 p.m.	\$10.00	\$15.00
DINNER	NA	7:00 p.m. (see ** below)	\$20.00	\$25.00

- ** Return 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.
- 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	MILWAUKEE, WAUKESHA & RACINE COUNTIES	OUT-OF-STATE LODGING MAXIMUMS SEE DMA WEBSITE:
MAXIMUM REIMBURSEMENT PER NIGHT	\$82.00	\$90.00	https://dma.wi.gov/DMA/humanresources/statehr/tra-lodg-vehicle

- 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.
- DOA requires travel approval via DMA Form 227 prior to out-of-state travel & when lodging or transportation exceed the maximum allowable. Send form to DMA WING-SBF within HQ.

MILEAGE REIMBURSEMENT RATES

MODE OF CONVEYANCE	PER MILE REIMBURSEMENT
Private Automobile w/Certificate Govt Vehicle Not Available	\$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

- An additional \$.01 per mile may be paid for the use of a private vehicle for "excess wear" when pulling a trailer or transporting 2 or more additional passengers.
- An additional \$.04 per mile may be paid for the use of a private vehicle operated off road.

OTHER INCIDENTAL COSTS

ITEM	ALLOWABLE REIMBURSEMENT
Hotel Gratuity	Not to exceed \$2.00 per night, plus \$2.00 on the day of arrival & \$2.00 on the day of departure
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)