

**TRAVEL - Section 12**

- 1.0 Travel and Lodging Provisions
- 1.01 Submission of Employee Travel Vouchers - (TL Documents)
- 1.1 Exceptions to Lodging Cost Limitations
- 1.2 Maximum Reimbursement for Lodging in High Cost Out-of-State Cities
- 1.3 Special Eligibility for Reimbursement of Meal Expense
- 1.4 Coding of Training Expense and IRS Reporting
- 1.41 Coding of Non-Overnight Meals, Moving Reimbursements, IRS Reporting, and Withholding of Taxes
- 1.5 Sales Tax Status of State Employees: Purchase of Meals, Lodging and Other Costs While Traveling on State Business
- 1.6 Headquarters City Meals and Meeting Locations--Delegation of Authority
- 1.7 Weekend Expenses: Approval and Airfare Discounts
- 2.0 Turndown Rates--Business Use of Personal Vehicle
- 2.1 Turndown Rates--Business Use of Personal Vehicle
- 2.2 Vehicle Rental Approvals--Mandatory Use Bulletin
- 2.3 DOA Fleet Car Reimbursement
- 2.4 Reimbursement of Expenses to Pick up Fleet Cars
- 2.5 DHFS Purchase and Payment of Airline Tickets
- 2.6 Use of Privately-Owned Aircraft by DHFS Employees on State Business
- 2.7 Use of Bus Service between Madison and Milwaukee
- 2.8 Delegation of Approval for Overnight Pool Car Use
- 2.9 Reimbursement for Personal Use of State Vehicles
- 3.0 Out-of-State Travel Approval
- 4.0 Expense Reimbursement for Non-State Employees
- 5.0 Reimbursement of Costs to Employees Outside of State Agencies
- 6.1 Travel Advances
- 7.0 Charges for Restricted Use of State-Owned Vehicles and Aircraft
- 7.1 Use of State-Owned Aircraft
- 8.0 Benefits of Discounts from Travel Promotions
- 9.0 Employee Moving Expenses

**SUMMARY OF TRAVEL**

Travel regulations are complex and are derived from several sources. Primary sources for travel regulations are:

- Uniform Travel Schedule Amounts (UTSA), issued by the Department of Employment Relations;
- Chapter 228, DHFS Supervisor's Manual;
- State Procurement Manual and associated bulletins;
- Individual bargaining agreements;
- Bureau of Fiscal Services (BFS) policies and procedures, which update information in the DHFS Supervisor's Manual, provide information on preparation and preaudit requirements for travel vouchers, and establish travel policy not covered elsewhere.

BFS travel-related bulletins are grouped for convenience as follows:

- Reimbursement to employees for meals, lodging, mileage, etc. (**TRAVEL 1.0, 1.01, 1.1, 1.2, 1.3, 1.4, 1.41, 1.5, 1.6 and 1.7**)
- Procurement and/or reimbursement for transportation (**TRAVEL 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, and 2.9**)
- Special requirements for reimbursement, including out-of-state travel approval, reimbursement to non-state employees and employees outside state agencies, travel advances and moving expenses (**TRAVEL 3.0, 4.0, 5.0, 6.1 and 9.0**)
- Ethical requirements, including restrictions of use of state-owned vehicles and aircraft and benefits of discounts from travel promotions to accrue to the state. (**TRAVEL 7.0, 7.1 and 8.0**).

Most questions on reimbursement of travel expenses are dealt with in the following bulletins:

- **TRAVEL 1.0** (Travel and Lodging Provisions);
- **TRAVEL 1.1** (Exceptions to Lodging Cost Limitations);
- **TRAVEL 1.2** (Maximum Reimbursement for Lodging in High Cost Out-of-State Cities);
- **TRAVEL 2.0** (Turndown Rates--Business Use of Personal Vehicle);
- **TRAVEL 2.1** (State Car Non-Availability Certifications—Field Locations Only).