

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
DIVISION OF MANAGEMENT AND TECHNOLOGY  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

|   |                         |
|---|-------------------------|
| TOPIC: Section 12--Travel 1.01                                    | EFFECTIVE DATE: 3/30/98 |
| TITLE: Submission of Employee Travel Vouchers -<br>(TL Documents) | REVISION DATE: 7/26/02  |
| AUTHORIZED BY: Cheryl Thompson, Deputy Director                   | PAGE 1 OF 1             |

**BACKGROUND**

Chapter 228.2 I of the DHFS Supervisor's Manual made the policy that only one travel voucher should be submitted each month for all reimbursable expenses occurring during that month.

**POLICY**

Effective March 30, 1998 the Department changed its travel reimbursement policy to allow employees to submit travel reimbursement vouchers (TL documents) more than once a month. This was done to address employee concerns over travel reimbursement turn around.

Chapter 228.2 will be updated at a later date to reflect this new policy.

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