

ACCOUNTING PROCEDURE

TOPIC: Section 12 - Travel 1.2	EFFECTIVE DATE: 8/2/83
TITLE: Maximum Reimbursement for Lodging in High Cost Out-of-State Cities	REVISION DATE: 12/1/11
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**BACKGROUND**

The [Office of State Employment Relations \(OSER\) Bulletin](#) provides effective dates and maximum rates for lodging reimbursement in high cost (out-of-state) cities. OSER Bulletins on this subject are issued to provide information for use by state agencies. Please "NOTE" the use for determining lodging rates and how they apply to all locations within the boundaries of any county(ies) specified.

In accordance with Bureau of Human Resources (BHR) procedures, information from the attached OSER bulletin will not be included in any revision to the *Department of Health Services (DHS) Supervisor's Manual*. The OSER Bulletin is incorporated into the *Accounting Policy and Procedures (APP) Manual* as current reference for all supervisors.

**PROCEDURE**

Use the maximum rates and effective dates in the [OSER 10/1/11 Bulletin](#) for approving reimbursement claims submitted by employees in accordance with procedures set forth in Chapter 228 of the *DHS Supervisor's Manual* and [Section 12--Travel 1.1](#) (Exceptions to Lodging Cost Limitations).

Based upon the 2011-2013 compensation plan, these maximum lodging rates are effective October 1, 2011 or other specified for both non-represented and represented employees. Please note that the maximum amount shown excludes sales and lodging taxes.

See [Section 12--Travel 1.0](#) (Travel and Lodging Provisions) for lodging maximums in the State of Wisconsin and those cities not listed in the high cost city lodging maximum bulletin.

**REFERENCES**

OSER 10/1/11 Bulletin (OSER-0288-CLR/TSA) - Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities  
[http://oser.state.wi.us/bulletins/bulletin\\_get.asp?bid=516](http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=516)

DHS Supervisor's Manual, Chapter 228 - Reimbursement of Travel and Other Expenses  
<http://dhsweb.dhs.wistate.us/hr/SupervisorManual/SupvManNumberIndex.htm>

DHS APP [Section 12--Travel 1.1](#) (Exceptions to Lodging Cost Limitations)

DHS APP [Section 12--Travel 1.0](#) (Travel and Lodging Provisions)

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