



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 1 – Business Standards 5.0	EFFECTIVE DATE: 06/14/1983
TITLE: Delegation of Authority	REVISION DATE: 03/04/2020
AUTHORIZED BY: Director, Bureau of Fiscal Services	

BACKGROUND

Wisconsin Statute, Subsection 15.02 (4) provides in part that the head of an agency may delegate any function vested by law to any officer or employee of the agency. The delegation of some functions or authority for approval of certain actions is advantageous, if not necessary, for efficient operation of a large agency.

The following policy specifies actions for which approval authority is reserved or delegated to others until rescinded by the Secretary. Requests for approval of non-delegated actions will be referred to the Office of the Secretary.

POLICY

The following actions are delegated to Division Administrators:

Out-of-State Travel Expense Above Allowable. Expenses that are over and above the scheduled and allowable amounts must be approved by the division administrator. For a summary listing of allowable travel maximums, please see the State of Wisconsin Pocket Travel Guide.

Meeting Locations. The authority to approve the use of private facilities for meetings, conferences or training sessions sponsored by the Department or organizational units thereof which are primarily attended by state employees.

Public Transportation. The appointing authority or designee is required to approve or determine if public transportation is to be used. Consideration shall be given to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of a state owned vehicle may not exceed the cost which would have been incurred had the most practical and available public transportation been used.

Mileage Reimbursement/Pooled Transportation. When a number of state employees are traveling to the same destination at similar times, pooled transportation where practical should be arranged. If for personal reasons an individual chooses to not participate in the pooled transportation, the appointing authority must approve and determine if that employee can be reimbursed for mileage.

The delegations above may not be further delegated.

For specific procedures, please refer to Section 12 – Travel 1.6 (Headquarters City Meals and Meeting Locations-Delegation of Authority).

REFERENCES

DHS Employee Handbook, [Chapter 108](#), DHS Human Resources Policies.

[Wis. Stat. § 15.02 \(4\)](#) – Internal organization and allocation of functions

[State of Wisconsin Pocket Travel Guide](#)

[DHS APP Section 12 – Travel 1.6](#) (Headquarters City Meals and Meeting Locations-Delegation of Authority)

CONTACTS

[Travel Policy Accountant, Expenditure Accounting Section](#)

[Unit Supervisor, Expenditure Accounting Section](#)