



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 1.2	EFFECTIVE DATE: 08/02/1983
TITLE: Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities	REVISION DATE: 10/15/2015
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### BACKGROUND

The Department of Administration (DOA) Division of Personnel Management (DPM) Bulletin dated September 17, 2015 (DPM-0409-CLR/TSA) provides effective dates and **maximum** rates for lodging reimbursement in high-cost (out-of-state) cities. DOA DPM 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 specified.

### PROCEDURES

Use the **maximum** rates and effective dates in the DOA DPM September 17, 2015, Bulletin for approving reimbursement claims submitted by employees in accordance with procedures set forth in Section 12 – Travel 1.1 (Exceptions to Lodging Cost Limitations).

These maximum lodging rates are effective October 1, 2015, 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

[DOA DPM 09/17/2015 Bulletin](#) (DPM-0409-CLR/TSA) – Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities

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

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

### CONTACTS

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