



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.7	EFFECTIVE DATE: 05/05/1983
TITLE: Use of Bus Service Between Madison and Milwaukee	REVISION DATE: 10/31/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department encourages employees to use bus transportation whenever possible between Madison and Milwaukee to conserve energy. Two frequent destinations of Madison-based employees are the Milwaukee District State Office Building and the Civic Center Campus of the University of Wisconsin-Milwaukee. Both of these locations are within walking distance of the Badger Bus Depot. Other locations, such as the Federal Building or the UW-Milwaukee campus, are served by the Milwaukee County Transit System.

PROCEDURES

1. Madison-based employees conducting business in Milwaukee should use the Badger Bus for transportation to and from Milwaukee whenever possible.
2. Locations that are not within walking distance of the Milwaukee Badger Bus Depot should be reached via the Milwaukee County Transit System.
3. The *Milwaukee County Transit Guide* is available by writing the Milwaukee County Transit System, 1942 North 17th Street, Milwaukee, WI 53205.
4. The employee shall request reimbursement on a travel voucher. Original receipts must be attached to the travel voucher.

REFERENCES

[Badger Bus](#)
[Milwaukee County Transit System](#)

CONTACTS

[Accounts Payable/Preaudit Unit, Expenditure Accounting Section](#)
[Deputy Director, Bureau of Fiscal Services](#)