STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF ENTERPRISE SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 3.1	EFFECTIVE DATE: 07/15/2013
TITLE: Border Travel	REVISION DATE: 02/12/2020
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Joint Committee on Employment Relations (JOCER) adopted the2019-2021 Compensation Plan submitted by the Division of Personnel Management. This plan includes the Uniform Travel Schedule Amounts (UTSA). The UTSA establishes the travel rules for reimbursement of state employee travel. The UTSA and the Compensation Plan have changes effective on January 1, 2020.

Statutory provisions [§§ 15.02 (4) and 15.04 (1) (c)] authorize the Secretary, or designee, to create and appoint advisory bodies (councils, committees, boards) and to reimburse members for expenses incurred in the performance of their duties.
For additional information and the changes, please refer to APP 1.0, Section 12, Travel and Lodging Provisions.

POLICY

The Secretary and Deputy Secretary have full authority to administer the provisions for travel and reimbursement of expenses in accordance with the appropriate statutes, regulations, and administrative code and Department of Administration (DOA) directives. Division administrators have been delegated authority to authorize and approve in-state and border state travel and reimbursement of related expenses.

Border state travel is defined by DHS as travel within the neighboring states adjacent to Wisconsin or within 100 miles radius of Wisconsin for the purpose of conducting daily State business, tasks or functions. Border state travel, however, excludes conferences, seminars, workshops and other training exercises or self/agency improvement exercises. Any exclusions related to border state travel must be documented and approved by the division administrator.

The administrator of the Division of Enterprise Services (DES) has been delegated authority to review and approve all other out-of-state travel.

REFERENCES

Wis. Stat. §§ 15.02 (4), 15.04 (1) (c), 48.675 (3), 20.916 (8), 20.923, and 230.12
Wisconsin Administrative Rule HHS 56.10 (7)
DOA, Division of Personnel Management (DPM), Compensation Plan, Section F, Uniform Travel Schedule Amounts (UTSA)

CONTACTS

Travel Preaudit, Expenditure Accounting Section

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