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:
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Joint Committee on Employment Relations (JOCER) adopted the 2011-2013 Compensation Plan submitted by the Office of State Employment Relations (OSER). This plan includes the Uniform Travel Schedule Amounts (UTSA). The UTSA establishes the travel rules for reimbursement of state employee travel. The UTSA for 2013-2015 has changes which are effective on July 1, 2013.

In accordance with Wis. Stat. § 20.916 (8), OSER has issued Uniform Travel Schedule Amounts (UTSA). These rates become effective July 1, 2013.

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.

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 as travel within the neighboring states adjacent to 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. The aforementioned 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. Division administrators have also been delegated authority to authorize and approve reimbursement of moving expenses. Ultimately, however, final approval rests with the Secretary or the designated approval person within that office.

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)
OSER, Uniform Travel Schedule Amounts (UTSA), Section F of the 20013-2015 Compensation Plan

CONTACTS

Travel Preaudit, Expenditure Accounting Section

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