



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 4.0	EFFECTIVE DATE: 03/14/1985
TITLE: Expense Reimbursement for Non-State Employees	REVISION DATE: 10/28/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

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. Other non-state employees such as volunteers at institutions, trainees, interns, consumers, etc., provide valuable services to the Department without remuneration. Some non-state employees work for other state or local agencies or are consultants or contractors. For purposes of this bulletin, a non-state employee is defined as an employee of another state agency, an employee of a local governmental agency, or other individuals such as consultants and contractors.

The Internal Revenue Service (IRS) requires each governmental agency, as an employer, to report taxable travel reimbursements. As a result, DHS now requires employees of other governmental agencies who serve on advisory bodies to claim travel reimbursements from their employer. In turn, that governmental agency is to invoice DHS for any travel expenses. The employing agency is responsible for reporting any taxable travel reimbursements to the IRS. See Procedure #4 for submitting reimbursement requests.

The following policy authorizes the reimbursement of expenses incurred by all individuals who provide gratuitous services in order to recognize their contributions and encourage continued participation. In addition, this policy applies to all other non-state employees as defined above.

POLICY

Advisory body members and other non-state employees who provide service to, or otherwise benefit the Department, may be reimbursed for actual, reasonable and necessary expenses incurred in connection with their duties or activities if:

1. Specifically authorized by statute or contractual agreement;
2. Determined by the Administrator/Superintendent that the service provided or benefit received is:
 - a. Essential and not otherwise available to a program or function and
 - b. The value exceeds the amount of expense to be reimbursed.
3. Training-related expenses for volunteers where the training is not directly related to donated services to the Department are either inappropriate or require prior review and approval by the Division and by the Division of Enterprise Services (DES).

4. Non-state employees attending state sponsored functions may not individually claim reimbursement for accommodations. The department when reasonable and necessary will ensure that the meeting environment is accessible to individuals with disabilities (for example, a sign language interpreter for the meeting). The department will not reimburse non-state employees for accommodations they deem necessary since they are not an employee of the department and the department has no means of determining what a reasonable and necessary accommodation would be. The non-state employee could seek a reasonable and necessary accommodation from their employer in order to attend.
5. Source of funding (PRF, GPR, or PRO) does not justify any distinction in treatment of expenses unless the terms of a grant or award of funds specifically authorizes or requires such a distinction.
6. Other governmental units or employees of private organizations may be reimbursed for expenses if the major benefit is derived by the state. If participation is mostly to influence state decisions for the benefit of the governmental unit or private organization, expenses are not reimbursable.
7. Non-state employees are not eligible for travel advances under any conditions.
8. Some contracts for consultants or contractors provide for reimbursement of travel expenses in addition to the fee for service. Generally, the contract should be for an all-inclusive fee for service. When reimbursement of travel expenses is considered necessary, the reimbursement should be pursuant to state employee travel guidelines and state maximums. These guidelines and maximums should be made known to the consultant or contractor and included in the details of the written contract or purchase order. Simply stating “plus expenses” in the contract or purchase order is not acceptable.
9. Each division may establish additional written criteria for determining expenditure eligibility for reimbursement. Each division is responsible for ensuring that adequate funding is available to reimburse allowable expenses incurred for their benefit by non-state employees.
10. A copy of reimbursement criteria established by Divisions must be approved by the Division Administrator and filed with the Bureau of Fiscal Services, Accounts Payable/Preaudit Section.

PROCEDURES

1. The office of the appointing authority (Secretary or Division Administrator) will maintain a record of each advisory body that is appointed by that official. The record will indicate whether or not the advisory body is statutory, the title, the purpose, names of members, dates of origin and termination, funding source(s) and the employee authorized to sign reimbursement vouchers as “supervisor” for members.
2. For other non-state employees who are eligible for expense reimbursement, a state employee (coordinator, chairperson, trainer, supervisor, etc.) with permanent status who can certify that the claimant provided service (volunteer work, received training, provided training, served as advisor or consultant, etc.) to the Department or unit thereof will sign the reimbursement voucher as “Supervisor.”
3. Reimbursement for travel expenses of eligible non-state employee shall be claimed in accordance with state travel guidelines, and within state maximums that apply to non-

represented state employees. These guidelines are found in Chapter 205 of the *DHS Human Resources Policies and Procedures Manual*, Uniform Travel Schedule Amounts (UTSA) of the *Wisconsin Compensation Plan*, and Section 12 – Travel of the *DHS Accounting Policy and Procedures Manual*.

4. Reimbursement for travel expenses of eligible non-state employees will be claimed in accordance with the *DHS Human Resources Policies and Procedures Manual*, except that:
 - a. The employee identified in accordance with Procedure 1 or 2 will sign the reimbursement voucher as “supervisor.”
 - b. Mileage to and from the location where service is provided may be allowed if necessary to obtain the gratuitous services of the claimant.
5. Reimbursement requests should be submitted as follows:
 - a. Reimbursements for non-state employees who are employees of other governmental agencies (i.e., county or other state agencies) shall be made upon receipt of an invoice from the employing agency. This invoice shall contain sufficient detail to determine that state guidelines are met (date, purpose of trip, travel points from...to, time of departure and time returned, mileage, room charges with lodging folio, each meal detailed by amount, and any other costs identified such as parking). A travel voucher form may be completed and attached to the invoice as appropriate documentation. The employee is to submit their reimbursement request to their employing agency so that the employer can meet IRS reporting requirements for taxable reimbursements.
 - b. All other non-state employees shall be reimbursed directly by DHS by submitting a DHS Travel Voucher, which shall be completed according to state travel guidelines. The box “Non-State Employee” on the back of the Travel Voucher must be checked.
6. The reimbursement voucher should identify the relevant appropriation, organization and should be charged to account classification, 21600-Travel Non-State Employees.
7. Under Wis. Stats. § 48.675 (3), the Department shall provide funds from appropriations under § 20.435 (3) (ho) and (6) (a) to enable foster parents to attend education programs. Administrative Rule HHS 56.10 (7) provides the following:
 - a. Transportation expenses, to include travel, parking and meals, shall be reimbursed at the rate for state employees.
 - b. Care of residents of family foster homes while foster parents are attending approved training shall be reimbursed at the county-approved rate.
8. Other than foster care training above, child care reimbursement may be made only in those cases where a financial need has been established (e.g., low income participant). The expense must be reasonable (rate and hours) and identified by an appropriate receipt showing the sitter's name and address, the number of hours, the rate per hour, and the total amount. It should be made clear to potential claimants **that relatives are not eligible to be reimbursed for child caring fees.**

REFERENCES

Wis. Stat. §§ [15.02 \(4\)](#), [15.04 \(1\) \(c\)](#), and [48.675 \(3\)](#)

Wisconsin Administrative Rule HHS 56.10 (7)

DHS Human Resources Policies and Procedures Manual, [Chapter 205](#), Reimbursement – Travel and Other

DOA, Division of Personnel Management (DPM), Compensation Plan, [Section F, Uniform Travel Schedule Amounts \(UTSA\)](#)

CONTACTS

[Travel Preaudit, Expenditure Accounting Section](#)