



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 5.0	EFFECTIVE DATE: 08/22/1989
TITLE: Reimbursement of Costs to Employees from Outside Agencies	REVISION DATE: 10/31/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### BACKGROUND

There have been questions regarding whether a Department of Health Services (DHS or Department) employee could receive reimbursement of travel costs directly from the federal government or some other agency. Federal or other agencies have sometimes offered to provide such reimbursement of costs because of mandatory meetings and the shortage of state funds.

Current DHS work rules as well as state statutes do not allow for this practice. The work rule is found in the Human Resources Policies and Procedures Manual, Chapter 106 – Code of Ethics (Acceptance of Gifts, Favors or other Remuneration), which states: “No employee who is assigned or acts as an official representative of the state... shall solicit or accept fees, honoraria or reimbursement of expenses.”

The applicable statutory references include §§ 14.58 (1), 20.906 (1) and 20.907 (5). The latter reference states: “all moneys which may come into the possession of any officer or employee of a state agency by virtue of his or her office or employment shall be deposited with the state treasurer, regardless of the ownership thereof.”

State policies do allow the payment of travel costs from other agencies if the reimbursement or travel cost is paid directly to the state or to the vendor (hotel, etc.) and the state employee does not claim such cost on a travel voucher.

### PROCEDURES

1. All funds received by DHS employees shall be turned into their supervisors who in turn will follow the Department’s deposit procedures.
2. For reimbursement of travel expenses while on state business, employees must file the standard state reimbursement voucher following applicable travel guidelines. If another agency or the federal government will reimburse the employee travel expense, the DHS should invoice the outside agency and the payment should if at all possible go directly to the state for deposit. The amount due the state should be recorded as a receivable in the Community Aids Reporting System (CARS). The invoicing can be done by the Revenue and Cash Management Section.
3. If the federal agency reimbursing the state requires that the reimbursement go directly to the state employee who is traveling at the direction of the federal agency, the Department should invoice the federal agency and make arrangements to receive and deposit the payment.

First, the employee should fill out whatever reimbursement form or request is required by the outside agency. This reimbursement request or invoice should be sent by the Department to the federal agency. A copy of this invoice along with the employee's travel invoice/voucher should be maintained by the accounts receivable accountant and a receivable set up in CARS.

Second, the reimbursement received by the employee from the outside agency or federal government must be signed over to the Department to clear the receivable.

4. The funds received from outside agencies shall be deposited according to APP Section 3 – Revenues and Refunds 1.0 (Accounting for Revenues and Refunds of Expenditure).
5. Any exceptions to these general procedures must be approved in writing by the employing authority with justification as to how the statutes do not apply to a particular circumstance.
6. This procedure does not apply if the outside agency pays the costs directly to the vendor.

## REFERENCES

Wis. Stats. §§ [14.58 \(1\)](#), [20.906 \(1\)](#), [20.907 \(5\)](#)

DHS Human Resources Policies and Procedures Manual, [Chapter 106](#), Code of Ethics  
(Acceptance of Gifts, Favors or other Remuneration)

[DHS APP Section 3 – Revenues and Refunds 1.0](#) (Accounting for Revenues and Refunds of Expenditure)

[DHS APP Section 4 – Receivables 2.0](#) (Invoice and Collection Procedures)

## CONTACTS

[Travel Vouchers Processing, Expenditure Accounting Section](#)

[Accounts Receivable Specialist, Revenue and Cash Management Section](#)