



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 8.0	EFFECTIVE DATE: 05/05/1983
TITLE: Benefits of Discounts from Travel Promotions	REVISION DATE: 04/24/1998
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### POLICY

Marketing programs promoting free or discounted travel are occasionally made available by airlines, other transportation companies or travel agencies. Some promotions include free flights for merchandise purchases and free merchandise for car rentals or hotel stays. Any and all such benefits resulting from a state employee traveling at state expense must be assigned to the state of Wisconsin.

### PROCEDURES

1. State agencies and employees who travel in connection with official state business and are paid from state or federal funds should take full advantage of special fare programs or benefits which result from travel.
2. Any and all such benefits must be assigned to the state of Wisconsin, and in no instance may a state employee, his or her family, friend or co-worker be permitted to benefit personally from free flight plans, reduced rates, discounts, gifts or any other promotional benefit.
3. All free flight certificates and similar benefits should be issued in the name of the "State of Wisconsin" and turned in to the Bureau of Fiscal Services (BFS) through the employee's supervisor.
4. In the event the resulting benefit is not transferable to the state of Wisconsin, the employee's supervisor and BFS are to be informed promptly so that other arrangements to ensure productive use of the benefit by the state can be sought.
5. Merchandise gifts should be accepted and, through BFS, made available to a state-operated institution or hospital. The state cannot reimburse for airline tickets obtained as part of an employee merchandise purchase.
6. In addition, employees are not to reserve flights, hotels or rental cars based on incentives which do not benefit the state, including less direct routing, specifying a certain airline or rental car firm, or reserving rooms distant from the business location.
7. The supervisor will discuss any questions with the deputy director of BFS.

### CONTACTS

[Deputy Director, Bureau of Fiscal Services](#)