



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

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| TOPIC: Section 12 – Travel 9.0                            | EFFECTIVE DATE: 02/24/2004 |
| TITLE: Employee Moving Expenses and Stipend               | REVISION DATE: 08/18/2020  |
| AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services |                            |

### BACKGROUND

DOA provides information on moving and stipend eligibility contained in the recent Compensation Plan. In general, DHS provides that classified and unclassified employees except limited term are eligible for moving expense reimbursement when a new place of residence is required under the conditions of employment for a position. Chapter 760 in the Wisconsin Human Resource Handbook covers this policy and what is reimbursable. These policies should be reviewed when considering such reimbursements.

### POLICY

1. Division administrators are delegated the authority to authorize and approve reimbursement of moving expense.
2. Reimbursement may be mandatory or permissive depending on the situation requiring the relocation of residence. When mandatory, expense must be reimbursed in full subject to the limitations in Chapter 760 Human Resource Handbook. When permissive, some or all expenses may be reimbursed subject to the limitations in Chapter 760.
3. For definitions and what costs are allowed, see Chapter 760. All reimbursement are now taxable.

DOA Wisconsin Human Resource Handbook Chapter 760

[Unit Supervisor, Expenditure Accounting Section](#)

[Travel Pre-audit Accounts Payable](#)