

671.2

EXPENSE REIMBURSEMENT

Reimbursement for mileage traveled and other expenses incurred on Agency business shall be made on a regular monthly basis. Itemized requests shall be filed with the Agency Administrator or his/her designee for approval.

Mileage reimbursement rate will be as allowed by the **State of Wisconsin** ~~Internal Revenue Service for federal income tax deduction purposes.~~

Meal expenses incurred while performing duties away from the office are reimbursable. Such expenses must be reasonable and customary and may not include the cost of alcoholic beverages. All ~~meals above \$5.00~~ **meal claims** must be accompanied by an **itemized** receipt.

Lodging claims must be accompanied by a receipt and procedures for reservations are contained in the employee handbook.

~~Travel advances can be requested for lodging, meals, and conference/workshop registration providing the amount exceeds \$50.00.~~

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