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.

Effective January 1, 2016, mileage reimbursement rate will be as allowed by the State of Wisconsin.

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 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.

Tentative Approval: February 3, 1988

FINAL APPROVAL: July 6, 1988

Revised and Approved: April 2, 2003

Revised and Approved: November 4, 2015