

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.

Effective January 1, 2016, 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.~~

Tentative Approval: February 3, 1988

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