



Allowed Expenses

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Expense Claims

All expenses must represent an actual, reasonable and necessary expense. It is critical you are accurate through this process, if an issue is found during the approval process the report is sent back to the employee for correction and the approval process will start over.

****Employees are only paid AFTER their expense report has gone all the way through the process of approval****

An employee will get reimbursed after these steps occur:

Employee Submits → Supervisor Approves → Pre-Pay Auditor Approves → Payment

How to Record Your Expenses

1. Access PeopleSoft Finance using the following link: <https://starfin.wi.gov>
2. Log in to PeopleSoft Finance using your IAM account.

Out of State Travel

Most travel out of the state will require a signed OST (Out of State Travel Request) through the Secretary's Office. This must be attached to the PeopleSoft expense report through the attachments link. The trips that do not require an OST are identified in this [link](#).

Meals

- Meals included in the cost of lodging or registration fees are not reimbursable.
- Meal expense reimbursement is allowed provided that travel for business purposes is more than 15 miles from an employee's assigned headquarters **AND** in a different city.
- Each meal expense reimbursement for an punch employee (clocks in and out) **MUST** be accompanied by a minimum 30 minute unpaid meal break. If you do not take the 30 minute break you are only eligible for a \$4.00 bag meal. Alternately, if you choose to work through your meal (continue a meeting or eating in the car) and you wish to claim the full meal expense allowed you must include an explanation in the comments section. Working through a meal time must be approved by the supervisor and reimbursement claims must be actual and reasonable.
- Alcohol should not be included in the amount reimbursed.

Meal	In State	Out of State	Time Frames
Breakfast	\$8.00	\$10.00	Employee leaves home before 6:00am.
Lunch	\$10.00	\$15.00	Employee leaves headquarter city before 10:30am and returns after 2:30pm.
Dinner	\$20.00	\$25.00	Employees must leave job site and return to headquarters or home (whichever is closer) after 7:00pm.



Bag Meals

Employees shall be reimbursed a flat rate of \$4.00 for each bag meal. Headquarter rules still apply but the employee does not have to claim a meal break. Troopers/Inspectors are exempt from the headquarter rule for bag meals due to the nature of their job.

Note: On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum allowed for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for these meals. Each day is considered separately for application of this policy.

Lodging

	In-State	In-State High Rate – Milwaukee, Racine and Waukesha	Out of State
Amount allowed (should not include taxes in WI)	\$82.00	\$90.00	Refer here

Tip/Gratuity

Necessary gratuities to hotel employees are reimbursable, up to \$2.00 on the day of arrival, \$2.00 on the day of departure and \$2.00 per each night of stay.

Receipts

Receipts are required for employees who pay for lodging expenses with personal payment.

Mileage

The State Compensation Plan directs employees to record “actual miles driven by the most direct route.” The Division of Personnel Management defines, “the most direct route” as the shortest distance. Consult Google Maps or MapQuest to determine the most direct route. If the shortest mileage is not claimed, there should be a comment in the expense line. If no comment is left, the employee will be e-mailed to clarify why the mileage claimed is not the most direct route. Mileage will be changed if no reasonable purpose is given.

Employees are eligible for mileage that is:

- Actual miles driven by the most direct route between an employee’s headquarters and a work site removed from the assigned headquarters.
- Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters.



- For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site.

Mileage Car Round Trip	Mileage Car (TD) Round Trip
1-99 miles	100 + miles
\$0.51	\$0.352

- If a fleet vehicle is not available, the mileage rate of \$0.51 will be applied to the trip. A Non-Availability slip is needed from the Supervisor/Fleet Office and must be attached to the expense report through the receipt attachments link.

Note: If you have an assigned fleet vehicle and choose (with supervisory approval) to take your personal vehicle on your trip you will receive the lower rate of \$0.352.

Air Travel

All air travel will require a ticket number to be entered in the expense line as well as a receipt attached, even if paid by travel arranger.

Baggage

Employees are eligible for \$25.00 in baggage fees on departure and return. Receipts are required and should be attached

Parking/Tolls

Parking charges and tolls incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Any expense over \$25.00 should be attached through the attachment link.

Conferences and Conventions

Anytime a business purpose is identified as a conference/convention an agenda will be needed from that trip. Agendas should be attached through the attachment link.

Registration Fees

An original paid receipt or copy of credit card statement is required for reimbursement of registration fees over \$25.00. Registration fees for individuals not on official state business (spouse, family member, friend, etc.) are not reimbursable.



Expense Types Requiring a Receipt

As you are entering your expenses you will notice some expense types will provide a place to attach a receipt. Receipts are required for all expenses of \$25.00 or more and must be attached to the expense report. For example, if you enter an airfare expense you will need to supply a Ticket Number and attach a receipt. See lists below for expense types and the dollar amount that will require a receipt attachment.

While attached receipts are required for all expenses of \$25.00 or more, there are a few expense types that require an attached receipt for an amount of \$5.00 or more, and other expense types that always require a receipt, regardless of the amount.

Required Receipts

Expense of any Amount

- Airfare
- Airline Fee/Baggage
- Business Supplies/Purchases
- Bottled Water
- Career Education < 5250
- Career Education > 5250
- Damaged Personal Items
- Dues/Memberships
- Event-Fees/Refreshments/Food
- Event Interview Expenses
- Fuel for Vehicle Use
- Internet - Taxable
- Hire Moving Fees >CY17
- Job Education
- Laundry/Pressing Charges
- Licensure/Certifications
- Lodging in Wisconsin
- Lodging Outside Wisconsin
- Postage/Mailing Fees
- Misc Travel Supplier Fees
- Protective Glasses/Eye Exam
- Protective Shoes
- Safety/Special Clothing Rqrd
- Self-Moving Fees >CY17
- Special Mode Transportation
- Train
- Temporary Lodging
- Travel Incidentals
- Vehicle Rental

Only when expense is \$25.00 or more

- Parking
- Passport/VISA
- Registration Fee
- Taxi/Shuttle
- Tolls

Only when expense is \$5.00 or more

- Internet
- Phone for Business Use
- Phone for Business Use-Taxable

When you have a receipt and are not sure if you should attach it or not, please attach it. Then we have it if we need it, and we can possibly avoid the need to send back the report.

If you do not have a receipt, please change the “No Receipt” toggle to Yes and enter an Exceptions Comment when prompted. (See page 14 & 15, of the “How to Create an Expense Report” job aid for more details).



If a receipt is required, it will be indicated on the attachment link.





Examples and Scenarios

Meals

Q: If I work on the east side of Madison and my meeting is more than 15 miles away but I am still in Madison and I take a 30 minute break, can I be reimbursed for my lunch?

A: No, you are still within your headquarter city. You need to be outside of your headquarter city AND at least 15 miles away from your headquarter to be eligible.

Q: If I am on a trip and am eligible for lunch and dinner can I not claim my lunch expense and then be reimbursed for my dinner expense of \$25.00 which is over the dinner allowed amount?

A: Yes, when traveling you are eligible for the total of all of your meals combined per day, if you skip a meal reimbursement you can use that amount on a different meal in the same day.

Q: My travel times qualified me for a meal, but I choose to eat my meal in the car and did not take an unpaid meal break. May I record a meal expense in PeopleSoft?

A: Employees must take a 30 minute or more unpaid break to qualify for a meal claim. However, if you choose to work through your meal (continue a meeting or eat in your car) include an explanation in the comments section. Working through a meal time must be approved by your supervisor and reimbursement claims must be actual and reasonable.

Q: I am traveling and staying overnight prior to attending a meeting, conference, or other work activity, do I qualify for a dinner claim?

A: If you leave your headquarters before 7:00 p.m. and meet all other requirements for meal reimbursement.

Mileage

Q: Will I be reimbursed for mileage when I choose to travel using a personal vehicle?

A: It is recommended that you use a fleet vehicle when available. In order to receive reimbursement for using a personal vehicle, you should have prior supervisory authorization. You will be reimbursed at the higher rate if the round trip is less than 100 miles or a state vehicle is unavailable.

If a fleet vehicle is available and you choose to travel in your personal vehicle a distance more than 100 miles the rate of reimbursement will be the lower turndown rate (TD).

Q: I am traveling to a work site, meeting or conference directly from home. My headquarters is closer to the work site. What mileage should I claim in PeopleSoft?

A: You are eligible to claim the lesser of the following distances:

- Headquarters to a work site, OR
- Home to a work site

In this case, you could claim the distance from your headquarters to the work site.



Lodging

Q: I travel frequently to locations across the state. Is there any way to avoid having to place lodging charges on my personal credit card?

A: To avoid using a personal credit card for lodging expenses, you can submit a request to the designated Travel Coordinator for your area. You also have the option to apply for a corporate travel card or P card designated for business travel expenses.

Q: Many hotels provide frequent traveler rewards. If I charge business-related travel expenses on a personal card or a P card, may I use the frequent rewards?

A: Rewards accumulated through state business travel are the property of the state and may not be used for personal benefit. These rewards should be used to cover future state business travel. For more information, please consult the [TAM HR103 Code of Ethics](#)

Q: I charged an overnight stay on my personal charge card and the receipt shows that I was charged state, county, and/or local taxes. How should I proceed?

A: You should claim the state rate of \$82.00/\$90.00 in PeopleSoft and then contact the hotel to have the taxes refunded. The [sales tax exemption certificate](#) can be used to verify that WisDOT is tax-exempt. This can be avoided in the future by presenting your name badge with WisDOT's sales tax exempt number listed on the back at check-in.