

## Travel Guidelines

Travel guidelines for OJA-funded grants use the State of Wisconsin travel policies.

Item	Policy	Amount
<b>Meals</b>	<p>Meal claims must be actual, reasonable and necessary and represent the actual amount spent. For a claim to be reimbursed in excess of the maximum amount, an itemized receipt or charge card credit slip (tear tabs are not acceptable) must be provided and there must be documentation that the cost was incurred outside of the traveler's control. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.</p> <p>On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and 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 those meals. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred. An employee is eligible for a higher meal reimbursement rate when traveling out of state.</p>	<p>In-State:</p> <p style="text-align: right;">Breakfast \$ 8.00 Lunch \$ 9.00 Dinner \$17.00 Bag Lunch \$ 4.00</p> <p>Out-Of-State:</p> <p style="text-align: right;">Breakfast \$ 10.00 Lunch \$ 10.00 Dinner \$ 20.00</p> <p><b><u>Reimbursement includes tax and gratuity, but not alcoholic beverages.</u></b></p>
<b>Lodging</b>	Out of state lodging: All government rates should be sought for standard room only.	<p>LODGING IN-STATE: \$62 for all counties excluding Milwaukee, Waukesha and Racine Counties.</p> <p>Rates for Milwaukee, Waukesha and Racine Counties=\$72 (All rates are excluding sales and/or room taxes)</p>
<b>Mileage</b>	Use state mileage rate.	State Rate:     \$.385 per mile
<b>Airfare</b>	Coach fare at the lowest fare available. <b>Requires original receipt for reimbursement.</b>	Actual Cost
<p>Costs incurred beyond the state approved rates are the responsibility of the grantee.</p> <p>All rates current as of 5/1/06.</p>		