

7.12 Travel Preparation Guidelines and Expense Reporting

Procedure Number: 7.12
Procedure Title: Travel Preparation Guidelines and Expense Reporting
Original Issue Date: 03/06/1972
Revision Date: 01/20/2010
Appendices: A. 2018 Travel Expense Guidelines
B. 2018 Auto Meal and Hotel Reimbursement Rate Memo
C. Travel Reimbursement Guidelines
D. Mileage to Commonly-Traveled Cities
E. Newsletter TRAVEL Oct 17
Forms: [Form 1423 r14 Travel Exp](#)
Statutory References: None
Ordinance References: 56.05
Department Responsible for Updates: Comptroller
Date for scheduled procedure review: 01/01/2019

1. OBJECTIVE

To establish an orderly procedure in accordance with Milwaukee County Ordinance 56.05 for the authorization and reimbursement of business related travel for elected officials, officers, employees of Milwaukee County and municipal police officers.

2. DEFINITIONS

- A. Travel Expenses. Costs for lodging, meals or other incidental expenses, transportation, seminar/meeting attendance and related activities in the conduct of official County business.

- B. Official County Business. Official County Business shall mean, but not be limited to:
 - i. Conducting legitimate County business such as fulfilling job functions, negotiating, inspecting or purchasing equipment and coordinating with other governmental agencies.
 - ii. Obtaining information directly related to the person's official function.
 - iii. Serving as an official representative of Milwaukee County.

3. PROCEDURE

Applicability

- (a) **Elected Officials, Officers and Employees.** All elected officials, officers and employees of Milwaukee County are required to follow these procedures for the authorization and reimbursement of travel expenses. The use of a travel agency for air travel or hotel reservations will be at the discretion of department heads.
- (b) **Municipal Police Officers.** Whenever a municipal police officer engages in travel beyond the boundaries of Milwaukee County for the purpose of escorting a County prisoner or conducting a further criminal investigation, the municipality may be reimbursed for the business related travel expenses consistent with the provisions of these Procedures.

Responsibilities

- (a) Department of Administrative Services.
 - 1) The Department of Administrative Services has the final authority for interpreting relevant travel policy definitions and discretion in approving unusual and extraordinary expenses, based on appropriate documentation.
 - 2) Department administrators will be notified whenever an adjustment is made to the maximum allowable lodging rates. Lodging rates are based upon the Federal Per Diem Rate tables issued by the U.S. General Services Administration (GSA). For ease of administration, The Department of Administrative Services groups the locations in the GSA table into different cost categories. The limit for each location is set at 125% of the highest federal rate in that category.
 - 3) Department administrators will be notified whenever an adjustment is made to the Federal Meals & Incidental Expense (M&IE) rates M&IE rates are based upon the Federal Per Diem Rate tables issued by the U.S. General Services Administration.
- (b) Department Administrators and County Board Chairman.
 - 1) Authorization to travel and for reimbursement of estimated travel expenses should be given prior to commencement of the travel activity by the appropriate head of any County department, Board or office. The purpose of the travel should be for the purpose of conducting official County business. It must be demonstrated that there is a direct relationship between the purpose of the travel and the individual's work function. Even if the County will not be funding the travel expense, travel authorization is required if the

person is to maintain official employment/business status during the travel period.

- 2) The County Board Chairman must authorize estimated travel expenses for County Board members. Advance expense authorization for other elected officials and County officers is not required.
- 3) Written authorization for municipal police officer travel must be made in advance by the District Attorney.

Travel Reimbursement Policies

(a) General Rules.

- 1) Individuals traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The use of a travel agency for making air travel, hotel reservations and arrangement for other methods of transportation shall be discretionary, as authorized by each department head.
- 2) Travel expenses to be reimbursed are confined to those expenses essential to the transaction of official County business.
- 3) Personal expenses are not reimbursable.
- 4) When individuals are engaged in business travel, they will be considered as meeting attendance requirements for payroll purposes. Any absence from duty beyond this period shall be considered personal time.
- 5) Deviations from travel policies will not be authorized by the Department of Administrative Services unless requests for approval are submitted in writing to the Accounts Payable Manager, Department of Administrative Services, Fiscal Affairs Division, a minimum of ten days prior to the date of departure.

(b) Transportation.

- 1) All public modes of transportation must be substantiated by original ticket stubs.
- 2) All travel arrangements should be made at the lowest available fare, consistent with reasonable and conservative business planning.

- 3) Where public transportation is practical, it should be used. Where a private mode of transportation is used in lieu of another more normal and usual form of transportation, travel reimbursement will be the lesser of the two costs.
- 4) Where automobile transportation is necessary, use of a private automobile will be reimbursed in accordance with Chapter 5, Automobile Mileage Allowance, of the Milwaukee County Ordinances. Individuals using a personal automobile must certify, in writing, that they meet all of the requirements for public liability insurance as required by Chapter 5. All reimbursable mileage allowance will be based upon the shortest mileage between points of travel as shown by official State maps.

Appendix D lists common destination points and the one-way mileage from Milwaukee to this destination. Any mileage in excess of these amounts may require explanation prior to reimbursement.

- 5) If an indirect route is taken for personal reasons, all extra costs of such travel are not reimbursable.

(c) Lodging.

- 1) All claims for overnight accommodations must be substantiated by paid original receipts. Employees will not be reimbursed for lodging costs in excess of the lodging rate established by the Department of Administrative Services for the locality of travel. Exceptions are as follows:
 - I. An employee may exceed the lodging rate for the locality of travel may if a group discount rate is offered in conjunction with a conference.
 - II. A department head may grant a waiver to exceed the lodging rate for the locality of travel. The department head must submit a written explanation of the factors necessitating the higher lodging costs to the Accounts Payable Manager.
- 2) Lodging costs are reimbursable when required travel is greater than 100 miles from Milwaukee County unless otherwise justified and approved in writing by the authorizing head of the appropriate department, Board or office.

- 3) Reimbursement is limited from the night before the authorized event starts through the night it ends.
 - 4) Reimbursement is limited to the single-occupancy rate, unless two County employees, officers or elected officials share a room and both individuals are on business-travel status. When a room is shared, the cost of lodging is to be shared equally.
 - 5) If a group discount rate offered in conjunction with an authorized event is lower than the County's maximum lodging rate for the locality of travel, reimbursement for lodging shall not exceed the group discount rate.
- (d) Meals & Incidental Expenses (M&IE).
- 1) Meals, including tips, are reimbursable at actual cost upon submission of paid receipts. The cost of alcoholic beverages is non-reimbursable. Employees will not be reimbursed for meal and other incidental costs in excess of the M&IE rate for the locality of travel while on official County business outside of Milwaukee County. Tips are limited to a maximum rate of twenty percent (20%) of the meal costs and incidental expenses listed in Section (5)(i) of these Procedures. See section (8)(b)15 for additional information on the M&IE rate.
 - 2) Meal costs are not reimbursable when the expense of the respective meal is included in the registration fee, provided in conjunction with an authorized event or another County expense, or paid by a business, community, service or other organization.
 - 3) When travel on official County business occupies less than one (1) full day, expenses will be reimbursed at actual cost not to exceed three-fourths of the applicable M&IE rate. Reimbursements for one-day trip meals are paid through the payroll system and are subject to Federal and State income taxes and Social Security taxes because the cost of the meal is not recognized as a business expense by the Internal Revenue Service.
- (e) Registration Fees. Registration fees for conventions, conferences and seminars are reimbursable when supported by paid receipts.
- (f) Communication Expenses.

- 1) Communication expenses for business purposes, such as telephone and telegrams, will be reimbursed. However, the cost of personal telephone calls is not reimbursable.
- 2) All such expenses must be supported by an itemized statement showing the date, time, names and phone numbers of persons called and the purpose of the call.

(g) Taxi/Shuttle.

- 1) Taxicabs and shuttles may be authorized if required for the accomplishment of official County business. No reimbursement is allowed for personal use, which includes travel to/from entertainment and restaurants.
- 2) Reasonable charges for taxis and shuttles, including tips at a maximum rate of twenty percent (20%) of the charge, are reimbursable when other modes of transportation are not available or practical. Included would be the cost of travel between a common carrier or other terminal and either an individual's home or place of business.
- 3) All taxicab and shuttle fares, where the cost of a one-way fare exceeds \$15, must be substantiated by receipts and an explanation of the business purpose of the expense.

(h) Automobile Rental.

- 1) All automobile rentals must be substantiated by the rental agreement and a paid invoice.
- 2) The cost of renting an automobile must be authorized by the department head in advance if such use is determined to be in the best interest of the County.
- 3) Reimbursement for renting and operating the automobile should be for business purposes only. The County will also reimburse the amount of collision damage and accidental injury insurance up to the amount of the standard plan offered by the rental agency.

- (i) Incidental Expenses. The incidental expenses itemized below are only reimbursable through the M&IE rate as covered under Section (5)(d) of these Procedures. Separate reimbursement is not allowable.
 - 1) Traveler's check fees
 - 2) Baggage handling service including tips for doormen, bellboys, or housekeeping services
 - 3) Laundry and dry cleaning

- (j) Non-reimbursable Expenses. Expenses that are considered personal, not essential to the transaction of official County business, and are not reimbursable, include:
 - 1) Valet service
 - 2) Personal trip insurance or flight insurance
 - 3) Personal telephone calls
 - 4) Entertainment and travel to places of entertainment
 - 5) Medical or hospital services
 - 6) Alcoholic beverages
 - 7) Travel costs for family members

Travel Advances

Employees and elected officials are eligible for travel advances of \$100.00 minimum. Instructions for obtaining and liquidating an advance can be found in Administrative Manual Chapter 5.09, Travel Advances (Travel Advance Form #1686).

Travel advances can be made payable to an employee or other authorized provider (travel agent/airline/hotel/organization for conferences).

An employee is responsible for all (personal or otherwise) advances until they are accounted for through the submission of a Travel Expense Report or until repaid. A Travel Expense Report must be submitted per instructions under Section (8) of these Procedures, regardless of whether out-of-pocket expenses are incurred, as travel expenditures are not recorded within the financial records (Advantage) until a Travel Expense Report is filed.

Travel Arrangement

- (a) Air Travel.

- 1) Lowest Available Fare. All air travel arrangements should be made at the lowest possible available fare consistent with reasonable business planning.
- 2) Verify the accuracy of the tickets and itinerary upon receipt.
- 3) Changing or Canceling Reservations. When travel plans change, contact the agent, airline, website, or where tickets were purchased and say that your call concerns changes to an existing record. When changing reservations, but not your routing, tickets can be adjusted (revalidated) either by the travel agency or at the airline ticket counter.
- 4) Unused Tickets. Unused airline tickets related to cancellation of business-related travel for Milwaukee County may not be re-used for personal travel. Employees should attempt to exchange the ticket for other business-related travel.

(b) Lodging.

- 1) Lodging rates. When making hotel reservations, keep in mind that the County will only reimburse lodging costs up to allowable lodging rate established for the locality of travel.
- 2) Identification. Carry a Milwaukee County LD. as many hotels will not honor governmental rates unless a governmental I.D. is shown at the time of registration.
- 3) Payments. When making hotel payments, verify that the rate charged by the hotel is the same as the rate identified on your itinerary or the amount quoted in the confirmation from the hotel. Payment should not exceed the quoted rate. If the hotel is in Wisconsin, verify that it did not charge sales tax. If sales tax was charged, present a tax-exempt certificate to have the sales tax removed. A tax-exempt certificate is available in the Lotus Notes Forms Library.
- 4) Changing or Canceling Reservations.
 - a. All hotels will be guaranteed for a late arrival and must be canceled if not used. It is your responsibility to cancel the reservation prior to the

deadline date and time noted on the itinerary in order to avoid any charges.

- b. If a deposit has been sent for hotel reservations that are canceled, it is the employee's responsibility to notify the hotel to request a refund.

Travel Expense Report, Form # 1423 RI4

- (a) Submission. A Travel Expense Report, along with original receipts and a travel itinerary, must be submitted regardless of whether or not out-of-pocket expenses were incurred and should be submitted as soon as practical after the last day of the trip. If an employee has an outstanding travel advance with the County Treasurer, the Travel Expense Report must be submitted within 15 days after the last day of the trip, unless the full amount is refunded directly to the County Treasurer prior to submitting the Travel Expense Report.
- (b) Preparation. Travel Expense Report, Form # 1423RI4 is attached as Appendix A and can be obtained from Document Services, or as an electronic form available in Lotus Notes Forms Library.
 - 1) Employee Name and Title. Enter requested data.
 - 2) Employee Vendor LD. Enter the five-digit vendor number from set-up in Advantage for the employee (the number should begin with a "6"). If employee vendor number is not available, submit a Employee Vendor Maintenance Form 3701 to Accounts Payable via fax at 223-1860 or mail. Form 3701 is also available in the Lotus Notes Forms Library.
 - 3) Employee Location. Enter the building name and room number.
 - 4) Resp Agency. Enter the 3-digit agency number to which you are assigned.
 - 5) Resp Qrg Unit. Enter the 4-digit organizational unit to which you are assigned.
 - 6) Travel Advance I.D. If applicable, enter travel advance I.D. (this is the TE reference number from Advantage) from the original travel advance for the trip.
 - 7) Document Total. Enter the dollar amount from the Total Expense line of this report.

- 8) **Start Date and End Date.** Enter the date for the start and end of this trip.
Example: start of trip 03/14/10 and end of trip 3/18/10.
- 9) **Purpose of Trip.** Enter the specific reason for the travel, such as business meeting, training or convention. Where appropriate, enter the name of the sponsoring organizations, the title of the seminar or training session attended, and the names of the individuals and/or organizations with whom you met.

10) **Trip Code.** Enter the (three) digit code for the purpose of the trip.

- 01 Conference
- 02 Meetings
- 03 Seminars
- 04 Training
- 05 DP Education
- 06 Education
- 07 Extradition

11) **Destination.** Enter the City, County and State of the Travel destination.

12) **Destination Code.** Enter the four (4) digit code for the destination of your trip. See Attachment B for listing of destination codes.

13) **Transportation.**

- a. **Mode of Transportation.** Enter the mode of transportation where Type is indicated: air, train, bus, personal auto or County-owned vehicle. Taxi, shuttle and auto rental expenses should not be included here, but should be reported on the separate line provided.
- b. **Public Transportation.**
 - i) Enter the cost of the public transportation used which should agree with both your ticket stub and your travel itinerary.
 - ii) If using air transportation, submit the original ticket stub and travel itinerary with the Travel Expense Report.

c. Personal Automobile.

- i) Enter in the Explanation section the number of allowable miles you are claiming for reimbursement. The reimbursable mileage shall be based upon the shortest mileage between points of travel, as shown by official State maps. See Appendix E for mileage of common destination points.
 - ii) Multiply the number of allowable miles by the current reimbursement rate as stated in Chapter S of County Ordinances and enter that amount, unless this amount exceeds the cost of public transportation.
 - iii) If a personal vehicle was used in lieu of public transportation, an itinerary issued by the authorized travel agent should be submitted with your Travel Expense Report, which specifically identifies the cost of public transportation. The cost of public transportation should be entered for reimbursement if it is less than the cost of personal mileage. This amount should be entered for reimbursement.
 - iv) The mileage reimbursement rate includes all costs of operating your vehicle. Expenses for gasoline, repairs or other expenses directly related to the operation of your vehicle cannot be separately claimed.
- d. County-Owned Vehicle. If a County-owned vehicle is used for transportation, no amount should be included under Transportation. Only actual expenses incurred, such as gasoline or emergency repairs, are reimbursable and these should be reported under Other Expense, as instructed in Section (8)(b)20.

14) Hotel.

- a. Enter the number of allowable nights for which you are claiming reimbursement. The number of allowable nights cannot exceed the night before an authorized event begins through the night it ends.

- b. Enter the total amount of lodging costs directly related to the number of allowable nights you are claiming. The daily lodging rate may not exceed the County's maximum lodging rate for the locality of travel.
 - i) The cost per night claimed is limited to the single occupancy rate and should agree with your hotel receipt, unless you shared a room with another individual or the cost of your hotel exceeded lodging that was provided in conjunction with an authorized event
 - ii) If you shared a room with another county employee on travel status, the cost of the room is to be shared equally. If you shared a room with a non-County employee, you can only claim the hotel's quoted single occupancy rate.
 - iii) When lodging is provided in conjunction with a training session, convention or general meeting, your hotel costs cannot exceed the cost of the lodging provided. For example, if lodging is provided at \$60 per night through a training session, but you elect to stay at a hotel that costs \$80 per night, you can only claim \$60 per night for reimbursement Provide a copy of the registration form verifying the conference hotel rate.
 - iv) Do not report miscellaneous hotel charges under this category, such as telephone, food service and parking. If these expenses are reimbursable travel expenses, they should be claimed under the appropriate category.
 - v) Milwaukee County is exempt from sales tax in the State of Wisconsin and you should not be charged sales tax on your hotel bill. Request a credit if you are charged sales tax on your hotel bill. Our sales tax exemption number is 040930 in the State of Wisconsin. A sales tax exemption certificate may be obtained from the Lotus Notes Forms Library.
- c. Submit the original, paid receipt furnished by the hotel, which itemizes expenses with the Travel Expense Report.

15) Meals & Incidental Expenses (M&IE).

Milwaukee County reimburses employees for meals and incidental expenses at actual cost. All meal costs must be substantiated by paid receipts. The cost of alcoholic beverages is non-reimbursable. Employees will not be reimbursed for meals and incidental expenses in excess of the applicable M&IE reimbursement rate. The maximum M&IE reimbursement rate is based on the locality of travel in relation to the Federal M&IE rates.

- a. Applicable M&IE rates are as follows:

	<u>Maximum Reimbursement Rate</u>
High-Cost Localities	\$66/Day
Mod-Cost Localities	\$56/Day
Low-Cost Localities	\$46/Day

Three-fourths of the applicable M&IE rate is allowed for each partial day of travel (less than 24 hours) as follows:

	Low-Cost Rate	Mod-Cost Rate	High-Cost Rate
Partial day	\$ 34.50	\$ 42.00	\$ 49.50

- b. Determine the maximum allowable reimbursement for each day and/or partial-day you are away from home. In the amount column, enter the total amount to be reimbursed based on actual meal costs up to the daily maximum reimbursement rate.

Example 1

Employee departs for a **low-cost locality** on 3/7 at 7:00 AM and returns on 3/8 at 6:00 PM:

Date	Maximum M&IE Rate	Actual Meal Cost	Reimbursement Amount
3/7 Partial Day	\$ 34.50	\$ 22.00	\$ 22.00
3/8 Partial Day	\$ 34.50	\$ 37.00	\$ 34.50
Total		\$ 59.00	\$ 56.50

Example 2

Employee departs for a **high-cost locality** on 3/7 at 9:00 AM and returns on 3/10 at 1:00 PM:

Date	Maximum M&IE Rate	Actual Meal Cost	Reimbursement Amount
3/7 Partial Day	\$ 49.50	\$ 30.00	\$ 30.00
3/8 Full Day	\$ 66.00	\$ 80.00	\$ 66.00
3/9 Full Day	\$ 66.00	\$ 45.00	\$ 45.00

3/10 Partial Day	\$ 49.50	\$ 55.00	\$ 49.50
Total		\$ 210.00	\$ 190.50

Example 3

If an employee departs for a **low-cost locality** on 3/7 at 7:00 AM and returns the same day at 6:00 PM:

Date	Maximum M&IE Rate	Actual Meal Cost	Reimbursement Amount
3/7 Partial Day	\$ 34.50	\$ 40.00	\$ 34.50

Note: This is considered a one-day trip meal and will be reimbursed through the Payroll system.

- c. In the Amount column, enter the lesser of actual M&IE expenses incurred or the maximum allowable reimbursement.
- d. Exceptions are as follows:
 - i) Business Meals Within Milwaukee County. Meal costs incurred while on official County business within Milwaukee County are not reimbursable.
 - ii) One-Day Trip Meals. Meals are defined as one-day trip meals when no overnight stay is incurred. Reimbursements for one-day trip meals are paid via the payroll system and are subject to Federal/State income taxes and Social Security taxes. The cost of the meal is not recognized as a business expense by Internal Revenue Service and therefore is considered income to the employee. One-day trip meals are reimbursed at actual cost upon submission of paid receipts, not to exceed \$34.50.

For example: If an employee attends a 3-day meeting outside of Milwaukee County, returns home each night and incurs allowable meal expenditures each day, the employee must report allowable M&IE reimbursement as 1-day trip meals for all 3 days.

- iii) Meals Included in Registration Fees. Meal costs included in the registration fee or another County expense or paid by a business, community, service or other organization are not reimbursable.

For example: If an employee attends a 1-day seminar outside Milwaukee County with a registration fee of \$100 that includes a

group lunch, no reimbursement can be claimed for lunch expenses. If a seminar requires a registration fee of \$100 plus an optional charge for a meal of \$10, the employee can claim reimbursement for the \$10.

16) Registration Fees.

- a. Enter only the cost of the registration fee. The cost of meal tickets, purchased separately, even though purchased at the time the registration fee is paid, are reimbursable as covered in Section (8)(b) 15, Meals & Incidental Expenses.
- b. Submit the original receipt A copy of the Travel Advance check, payable to the conference, is an acceptable substitute for a receipt.

17) Telephone/Fax.

- a. Enter the total cost of communication expenses, such as telephone and fax, which were incurred for business purposes. The cost of personal telephone calls is not reimbursable and should not be claimed for reimbursement.
- b. Submit the following information, either on a separately itemized statement or within the Explanation section of this form: date, time, names and telephone numbers of persons called and the purpose of each call.

18) Taxi/Shuttle.

- a. Enter the cost, including tips at a maximum rate of twenty percent (20%), of taxi or shuttle fees, which were incurred for business purposes.
- b. If the cost of a one-way fare exceeds \$15, submit receipts and explain the business purpose of the expense in the explanation section.

19) Automobile Rental.

- a. Enter the cost of the automobile rental. The amount of collision damage and accidental injury insurance up to the amount of the standard plan

offered by the rental agency is reimbursable and should be included in the cost if purchased.

- b. Submit the rental agreement and invoice that details the amount .Paid, dates of use and mileage.

20) Other Expense.

- a. In the Explanation section, itemize all parking and toll costs. If gasoline, oil or emergency repairs are incurred in conjunction with the use of a County-owned vehicle, itemize these costs also.
- b. Enter the total in the Amount column.
- c. Submit paid original receipts.

21) Total Expense. Enter the total of all figures in the Amount column.

22) Less Advance. Enter all advances received from the County Treasurer as per Section 5.09, Travel Advances, of the Administrative Manual. If an advance was not obtained, enter \$0. Enter the Travel Advance reference number if different than the number referenced above.

23) Amount Due Employee If Expense Exceeds Advance. Subtract the Advance from the Total Expense. If the resulting number is positive, enter tl1e amount and a travel reimbursement check will be issued.

24) Amount Due Treasurer If Advance Exceeds Check. Subtract the Advance from the Total Expense. If the resulting number is negative, enter the amount. This amount should be returned to the County Treasurer. Attach a check to the expense report when submitted to reimburse the County.

25) Account Coding For Charges. Charge the expenditures to the most appropriate account code. One- day trip meals incurred in conjunction with other travel expenditures should be separately recorded under Account Code 5324.

26) Total Expense. Enter the total of all amounts in the Dollar Amount column. This amount should equal the Total Expense under No. 21 above.

27) Employee Certification. Signature and Date. Sign and date the form in the spaces provided. By signing this Travel Expense Form, the employee is certifying the following: "I hereby certify that the above expenses were incurred on County business and are correctly stated. I further certify that if I am being reimbursed for the use of my private automobile, I carry minimum liability insurance coverage of \$100,000/\$300,000/\$50,000 or a combined single limit of bodily injury and property damage of \$250,000 in any one accident, and said insurance is in force and that at the time of the trip I had a valid vehicle driver's license."

28) Approved By (Signature of Authorized County Administrator) and Date. The authorized County Administrator should sign and date this Travel Expense Report. This individual must have an authorized signature card (Form 6854) on file in the Department of Administrative Services, Fiscal Affairs Division, Accounts Payable Section that provides authority to approve travel expenditures. In addition, the individual approving this Travel Expense Report is responsible for ensuring that the reimbursement requested is accurate and appropriate and that the employee followed all County travel policies and procedures.

- (c) Distribution. The Travel Expense Report should be distributed as follows:
- 1) Original to Accounts Payable, Courthouse, Room 301
 - 2) One copy for department's file
 - 3) One copy for employee

If one-day trip meal reimbursements are included on the Travel Expense Report, Accounts Payable will forward a copy of this form to Central Payroll for entry into the payroll system.

9. TRAVEL REIMBURSEMENT GUIDELINES.

Appendix C presents a one-page quick reference for Milwaukee County travelers. Additional copies of these guidelines can be obtained from Accounts Payable, Courthouse, Room 301.

4. FORMS

The following attached forms are to be used in compliance with this procedure:

Form #	Form Title
1423 r14	Travel Expenses

TRAVEL EXPENSE REPORT MILWAUKEE COUNTY Form 1423 R14		INSTRUCTIONS: See Section 5.11 of the County Administrative Manual				
Doc ID		Agency		Number		Emp Vend ID (5)
TP						
Employee Name (Last, First, MI)			Title		Emp Location (Bldg & Rm #)	
Resp Agency #	Resp Org Unit #	Travel Advance ID (If travel advance was made)			Document Total	
		TE			\$ -	
Start Date	Time	End Date	Time	Purpose of Trip		Trip Code (3)
Destination (City, County and State)			Destination Code		2nd Destination Code	
TYPE OF EXPENSE			AMOUNT		EXPLANATION	

TRANSPORTATION (Attach ticket stub)	TYPE		
HOTEL (Attach ticket stub)	No. NIGHTS		
MEALS/INCIDENTAL EXPENSES (Attach paid receipt)			
REGISTRATION FEES (Attach paid receipt)			
TELEPHONE/FAX (Business only)			
TAXI/LIMOUSINE (Receipt required for any one-way fare over \$15.00)			
AUTOMOBILE RENTAL (Attach vendor's receipted invoice)			
OTHER EXPENSE (Attach receipts)			
TOTAL EXPENSE		\$ -	Additional Information
TRAVEL ADVANCE			
Type	Trav Adv # (if different)	Amt \$	TOTAL ADV
Persnl			
Hotel			
Air			
Conf		\$ -	
AMOUNT DUE EMPLOYE IF EXPENSE EXCEED ADVANCE			
AMOUNT DUE TREASURER IF ADVANCE EXCEEDS EXPENSE		\$ -	

ACCOUNT CODING FOR CHARGES								
Line # (R)	Agcy (R)	Org Unit (R)	Approp Unit (R)	Activity (4)	Function (4)	Object (R) (4)	ACCOUNT CODE NAME	DOLLAR AMOUNT
(2)	(3)	(4)	(6)	(4)	(4)	(4)		
						5324	ONE DAY TRIP MEALS	
						6805	EDUCATION/SEMINAR FEES	
						6807	DP EDUCATION	
						6809	CONVENTION EXPENSE	
						6812	MEETINGS AND OTHER AUTHORIZED TRAVEL	

Expense Report Balances TOTAL EXPENSE \$ -

CERTIFICATION
 I hereby certify that the above expenses were incurred on County business and are correctly stated. I further certify that if I am being reimbursed for the use of my private automobile, I carry minimum liability insurance coverage of \$100,000/\$300,000/\$50,000 or a combined single limit of bodily injury and property damage of \$250,000 in any one accident, and said insurance is in force and that at the time of the trip I had a valid vehicle driver's license.

EMPLOYEE SIGNATURE _____ DATE 2/16/2018

APPROVED BY (SIGNATURE OF AUTHORIZED COUNTY ADMINISTRATOR) _____ DATE 2/16/2018

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
ALABAMA						
BIRM	Birmingham	Jefferson	Alabama	\$ 150.00	\$ 59.00	AL
GULF	Gulf Shores	Baldwin	Alabama	\$ 250.00	\$ 59.00	AL
MONA	Montgomery	Montgomery	Alabama	\$ 125.00	\$ 51.00	AL
RUSS	Russellville	Franklin	Alabama	\$ 125.00	\$ 51.00	AL
ALASKA						
ANCH	Anchorage	Anchorage	Alaska	\$ 315.00	\$ 69.00	AK
ARIZONA						
FLAG	Flagstaff	Coconino (Except The City Limits Of Sedona), Yavapai	Arizona	\$ 185.00	\$ 59.00	AZ
GRCN	Grand Canyon	Coconino (Except The City Limits Of Sedona), Yavapai	Arizona	\$ 185.00	\$ 59.00	AZ
MESA	Mesa	Maricopa	Arizona	\$ 250.00	\$ 59.00	AZ
PHOE	Phoenix	Maricopa	Arizona	\$ 250.00	\$ 59.00	AZ
SCOT	Scottsdale	Maricopa	Arizona	\$ 250.00	\$ 59.00	AZ
TUCS	Tucson	Pima	Arizona	\$ 150.00	\$ 59.00	AZ
ARKANSAS						
FAYT	Fayetteville	Washington	Arkansas	\$ 125.00	\$ 51.00	AR
LITL	Little Rock	Pulaski	Arkansas	\$ 125.00	\$ 59.00	AR
CALIFORNIA						
ANAH	Anaheim	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
BRDC	Bridgeport	Mono	California	\$ 185.00	\$ 69.00	CA
CNTC	Contra Costa County	Contra Costa	California	\$ 250.00	\$ 59.00	CA
DVAL	Death Valley	Inyo	California	\$ 150.00	\$ 59.00	CA
DESP	Desert Springs	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
GUAL	Gualala/Point Arena	Mendocino	California	\$ 150.00	\$ 69.00	CA
LNBH	Long Beach	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
LA	Los Angeles	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
MAMO	Mammoth Lakes	Mono	California	\$ 185.00	\$ 69.00	CA
MARC	Marin County	Marin	California	\$ 250.00	\$ 69.00	CA
MDR	Marina Del Ray	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
MNTC	Monterey	Monterey	California	\$ 250.00	\$ 69.00	CA
NAPA	Napa	Napa	California	\$ 315.00	\$ 69.00	CA
NWPB	Newport Beach	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
OAKL	Oakland	Alameda	California	\$ 250.00	\$ 69.00	CA
ORNG	Orange County	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 59.00	CA
PALD	Palm Desert	Riverside	California	\$ 185.00	\$ 59.00	CA
PALM	Palm Springs	Riverside	California	\$ 185.00	\$ 59.00	CA
PALO	Palo Alto	Santa Clara	California	\$ 315.00	\$ 59.00	CA
REDC	Redwood City	San Mateo	California	\$ 315.00	\$ 69.00	CA
SACR	Sacramento	Sacramento	California	\$ 185.00	\$ 59.00	CA
SNDG	San Diego	San Diego	California	\$ 250.00	\$ 59.00	CA
SNFR	San Francisco	San Francisco	California	\$ 380.00	\$ 69.00	CA
SNJS	San Jose	Santa Clara	California	\$ 315.00	\$ 59.00	CA
SMTC	San Mateo	San Mateo	California	\$ 315.00	\$ 69.00	CA
SNBA	Santa Barbara	Santa Barbara	California	\$ 315.00	\$ 69.00	CA
SCRC	Santa Cruz	Santa Cruz	California	\$ 250.00	\$ 59.00	CA
SRZC	Santa Rosa	Sonoma	California	\$ 250.00	\$ 59.00	CA
SNMA	Sonoma	Sonoma	California	\$ 250.00	\$ 59.00	CA
SUNC	Sunnyvale	Santa Clara	California	\$ 315.00	\$ 59.00	CA
TAHC	Tahoe City	Placer	California	\$ 150.00	\$ 59.00	CA
YOSE	Yosemite	Mariposa	California	\$ 185.00	\$ 69.00	CA

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
COLORADO						
ASPN	Aspen	Pitkin	Colorado	\$ 500.00	\$ 69.00	CO
BOUL	Boulder	Boulder	Colorado	\$ 250.00	\$ 59.00	CO
COSP	Colorado Springs	El Paso	Colorado	\$ 150.00	\$ 59.00	CO
DENV	Denver	Denver, Adams, Arapahoe, Jefferson And Douglas Counties	Colorado	\$ 250.00	\$ 69.00	CO
GRJC	Grand Junction	Mesa	Colorado	\$ 125.00	\$ 51.00	CO
KYST	Keystone	Summit	Colorado	\$ 250.00	\$ 59.00	CO
TELL	Telluride	San Miguel	Colorado	\$ 500.00	\$ 69.00	CO
VAIL	Vail	Eagle	Colorado	\$ 500.00	\$ 69.00	CO
CONNECTICUT						
HRTC	Hartford	Hartford	Connecticut	\$ 185.00	\$ 59.00	CT
MYST	Mystic	New London	Connecticut	\$ 150.00	\$ 59.00	CT
SALI	Salisbury	Litchfield	Connecticut	\$ 125.00	\$ 51.00	CT
DELAWARE						
LWSD	Lewes	Sussex	Delaware	\$ 250.00	\$ 59.00	DE
WILM	Wilmington	New Castle	Delaware	\$ 185.00	\$ 51.00	DE
DISTRICT OF COLUMBIA						
DC	Washington Dc	Washington Dc (Also The Cities Of Alexandria, Falls Church And Fairfax, And The Counties Of Arlington, Fairfax, And Loudoun In Virginia; And The Counties Of Montgomery And Prince George'S In Maryland) (See Also Maryland And Virginia)	District of Columbia	\$ 380.00	\$ 69.00	DC
FLORIDA						
CLWT	Clearwater	Pinellas And Hillsborough	Florida	\$ 250.00	\$ 51.00	FL
DLBF	Delray Beach	Palm Beach	Florida	\$ 250.00	\$ 59.00	FL
FTLD	Fort Lauderdale	Broward	Florida	\$ 250.00	\$ 59.00	FL
FTMY	Fort Myers	Lee	Florida	\$ 250.00	\$ 59.00	FL
GAIN	Gainesville	Alachua	Florida	\$ 150.00	\$ 59.00	FL
GLFB	Gulf Breeze	Santa Rosa	Florida	\$ 185.00	\$ 59.00	FL
HOLL	Hollywood	Broward	Florida	\$ 250.00	\$ 59.00	FL
JKVL	Jacksonville	Duval	Florida	\$ 125.00	\$ 51.00	FL
KYWT	Key West	Monroe	Florida	\$ 380.00	\$ 69.00	FL
LBV	Lake Buena Vista	Orange	Florida	\$ 185.00	\$ 59.00	FL
MELB	Melbourne	Brevard	Florida	\$ 250.00	\$ 59.00	FL
MIAM	Miami	Dade	Florida	\$ 250.00	\$ 59.00	FL
NAPL	Naples	Collier	Florida	\$ 315.00	\$ 59.00	FL
ORLN	Orlando	Orange	Florida	\$ 185.00	\$ 59.00	FL
PALF	Palm Beach	Palm Beach	Florida	\$ 250.00	\$ 59.00	FL
PENS	Pensacola	Escambia	Florida	\$ 250.00	\$ 59.00	FL
SARA	Sarasota	Sarasota	Florida	\$ 250.00	\$ 59.00	FL
TALL	Tallahassee	Leon	Florida	\$ 150.00	\$ 51.00	FL
TAMP	Tampa	Pinellas And Hillsborough	Florida	\$ 250.00	\$ 51.00	FL

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
GEORGIA						
ATLA	Atlanta	Fulton	Georgia	\$ 250.00	\$ 69.00	GA
CLBS	Columbus	Muscogee	Georgia	\$ 125.00	\$ 51.00	GA
SAVA	Savannah	Chatham	Georgia	\$ 185.00	\$ 59.00	GA
HAWAII						
HONO	Honolulu	Honolulu	Hawaii	\$ 250.00	\$ 69.00	HI
IDAHO						
BOIS	Boise	Ada	Idaho	\$ 125.00	\$ 51.00	ID
KETI	Ketchum	Blaine (Except Sun Valley)	Idaho	\$ 185.00	\$ 51.00	ID
SUNI	Sun Valley	City Limits Of Sun Valley (See Blaine County)	Idaho	\$ 185.00	\$ 51.00	ID
ILLINOIS						
BLOO	Bloomington	Mclean	Illinois	\$ 125.00	\$ 51.00	IL
CANT	Canton	Fulton	Illinois	\$ 150.00	\$ 59.00	IL
CARL	Carlyle	Clinton	Illinois	\$ 185.00	\$ 51.00	IL
CARO	Carol Stream	Du Page	Illinois	\$ 150.00	\$ 59.00	IL
CHAM	Champaign	Champaign	Illinois	\$ 125.00	\$ 51.00	IL
CHIC	Chicago	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
CLIN	Clinton	Dekalb	Illinois	\$ 125.00	\$ 51.00	IL
DANV	Danville	Vermillion	Illinois	\$ 125.00	\$ 51.00	IL
DEKA	Dekalb	Dekalb	Illinois	\$ 125.00	\$ 51.00	IL
DSPL	Des Plaines	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
IL	Illinois, State Of		Illinois	\$ 125.00	\$ 51.00	IL
ILLN	Illinois Extraditions		Illinois	\$ 125.00	\$ 51.00	IL
ITAS	Itasca	Du Page	Illinois	\$ 150.00	\$ 59.00	IL
LAKI	Lake County	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
LKZU	Lake Zurich	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
LISL	Lisle	Du Page	Illinois	\$ 150.00	\$ 59.00	IL
NAPE	Naperville	Du Page	Illinois	\$ 150.00	\$ 59.00	IL
OAKB	Oakbrook	Du Page	Illinois	\$ 150.00	\$ 59.00	IL
PEKN	Pekin	Peoria	Illinois	\$ 125.00	\$ 51.00	IL
PEOR	Peoria	Peoria	Illinois	\$ 125.00	\$ 51.00	IL
ROCK	Rockford	Winnebago	Illinois	\$ 125.00	\$ 51.00	IL
ROSE	Rosemont	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
SCHM	Schaumburg	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
SPRG	Springfield	Sangamon	Illinois	\$ 125.00	\$ 51.00	IL
STCH	St Charles	Dupage	Illinois	\$ 150.00	\$ 59.00	IL
TAYL	Taylorville	Christian	Illinois	\$ 125.00	\$ 51.00	IL
URBA	Urbana	Champaign	Illinois	\$ 125.00	\$ 51.00	IL
VAND	Vandalia	Fayette	Illinois	\$ 125.00	\$ 51.00	IL
VIEN	Vienna	Johnson	Illinois	\$ 125.00	\$ 51.00	IL
WAKG	Waukegan	Cook And Lake	Illinois	\$ 315.00	\$ 69.00	IL
INDIANA						
CRWN	Crown Point	Lake	Indiana	\$ 125.00	\$ 59.00	IN
ELHA	Elkhart	Elkhart	Indiana	\$ 125.00	\$ 51.00	IN
FTWY	Fort Wayne	Allen	Indiana	\$ 125.00	\$ 51.00	IN
GARY	Gary	Lake	Indiana	\$ 125.00	\$ 59.00	IN
INDN	Indianapolis	Marion	Indiana	\$ 150.00	\$ 51.00	IN
MISH	Mishawaka	St. Joseph	Indiana	\$ 125.00	\$ 59.00	IN
SOBN	South Bend	St. Joseph	Indiana	\$ 125.00	\$ 59.00	IN

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
INDIANA	continued					
TERR	Terre Haute	Vigo	Indiana	\$ 125.00	\$ 51.00	IN
WEST	Westville	La Porte	Indiana	\$ 125.00	\$ 51.00	IN
IOWA				\$ 125.00	\$ 51.00	
DESM	Des Moines	Polk	Iowa	\$ 150.00	\$ 59.00	IA
FTDG	Fort Dodge	Webster	Iowa	\$ 125.00	\$ 51.00	IA
KANSAS						
WICH	Wichita	Sedgwick	Kansas	\$ 125.00	\$ 59.00	KS
KENTUCKY						
LEXI	Lexington	Fayette	Kentucky	\$ 150.00	\$ 51.00	KY
LOUI	Louisville	Jefferson	Kentucky	\$ 185.00	\$ 59.00	KY
LOUISIANA						
BNRG	Baton Rouge	East Baton Rouge Parish	Louisiana	\$ 150.00	\$ 59.00	LA
MONR	Monroe	Quachita Parish	Louisiana	\$ 125.00	\$ 51.00	LA
NWOR	New Orleans	Orleans, St. Bernard, Jefferson And Plaquemine Parishes	Louisiana	\$ 250.00	\$ 59.00	LA
SHRV	Shreveport	Caddo Parish And Bossier Parish	Louisiana	\$ 125.00	\$ 51.00	LA
MAINE						
BRHB	Bar Harbor	Hancock	Maine	\$ 315.00	\$ 69.00	ME
RCKM	Rockport	Knox	Maine	\$ 185.00	\$ 69.00	ME
WATE	Waterville	Kennebec	Maine	\$ 125.00	\$ 51.00	ME
MARYLAND						
ANNA	Annapolis	Anne Arundel	Maryland	\$ 185.00	\$ 69.00	MD
BALT	Baltimore	Baltimore	Maryland	\$ 150.00	\$ 59.00	MD
BETH	Bethesda	Montgomery	Maryland	\$ 380.00	\$ 69.00	MD
COLM	Columbia	Howard	Maryland	\$ 150.00	\$ 59.00	MD
EMMT	Emmitsburg	Frederick	Maryland	\$ 125.00	\$ 59.00	MD
OCEA	Ocean City	Worcester	Maryland	\$ 315.00	\$ 59.00	MD
STMC	St Michaels	Dorchester And Talbot	Maryland	\$ 185.00	\$ 59.00	MD
MASSACHUSETTS						
BSTN	Boston	Suffolk, City Of Cambridge	Massachusetts	\$ 380.00	\$ 69.00	MA
CMBR	Cambridge	Dorchester	Massachusetts	\$ 380.00	\$ 69.00	MA
EAST	Eastham	Barnstable	Massachusetts	\$ 315.00	\$ 59.00	MA
MART	Martha'S Vineyard	Dukes	Massachusetts	\$ 450.00	\$ 69.00	MA
NTCK	Nantucket	Nantucket	Massachusetts	\$ 380.00	\$ 69.00	MA
MICHIGAN						
ANAR	Ann Arbor	Washtenaw	Michigan	\$ 150.00	\$ 59.00	MI
CHEL	Chelsea	Washtenaw	Michigan	\$ 150.00	\$ 59.00	MI
DETR	Detroit	Wayne	Michigan	\$ 185.00	\$ 51.00	MI
ELAN	East Lansing	Ingham	Michigan	\$ 150.00	\$ 59.00	MI
FLNT	Flint	Genessee	Michigan	\$ 125.00	\$ 51.00	MI
GRND	Grand Rapids	Kent	Michigan	\$ 150.00	\$ 59.00	MI
KALA	Kalamazoo	Kalamazoo/Calhoun	Michigan	\$ 125.00	\$ 51.00	MI
LANS	Lansing	Ingham	Michigan	\$ 150.00	\$ 59.00	MI
LIVO	Livonia	Wayne	Michigan	\$ 185.00	\$ 51.00	MI
MACK	Mackinac Island	Mackinac	Michigan	\$ 150.00	\$ 59.00	MI
MASN	Mason	Ingham And Eaton	Michigan	\$ 150.00	\$ 59.00	MI
PELL	Pellston	Emmet	Michigan	\$ 250.00	\$ 59.00	MI
TRVM	Traverse City	Grand Traverse And Leelanau	Michigan	\$ 250.00	\$ 69.00	MI

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
MINNESOTA						
DULU	Duluth	St. Louis	Minnesota	\$ 250.00	\$ 59.00	MN
MINN	Minneapolis/St. Paul	Hennepin And Ramsey	Minnesota	\$ 250.00	\$ 59.00	MN
RCHS	Rochester	Olmsted	Minnesota	\$ 185.00	\$ 59.00	MN
STPA	St Paul	Hennepin And Ramsey	Minnesota	\$ 250.00	\$ 59.00	MN
MISSISSIPPI						
BILO	Biloxi	Harrison	Mississippi	\$ 125.00	\$ 51.00	MS
MISS	Biloxi	Harrison	Mississippi	\$ 125.00	\$ 51.00	MS
GUPF	Gulfport	Harrison	Mississippi	\$ 125.00	\$ 51.00	MS
JKSN	Jackson	Teton	Mississippi	\$ 125.00	\$ 51.00	MS
TUPE	Tupelo	Lee	Mississippi	\$ 125.00	\$ 51.00	MS
MISSOURI						
CPGI	Cape Girardeau	Cape Girardeau	Missouri	\$ 125.00	\$ 51.00	MO
FAYE	Fayette	Howard	Missouri	\$ 125.00	\$ 51.00	MO
KSCY	Kansas City	Clay	Missouri	\$ 185.00	\$ 59.00	MO
NWMA	New Madrid	New Madrid	Missouri	\$ 125.00	\$ 51.00	MO
STLO	St. Louis	St. Louis, St. Louis City And St. Charles	Missouri	\$ 185.00	\$ 51.00	MO
NEBRASKA						
OMAH	Omaha	Douglas	Nebraska	\$ 150.00	\$ 59.00	NE
LINC	Lincoln	Lancaster	Nebraska	\$ 125.00	\$ 51.00	NE
NEVADA						
INCL	Incline Village	Washoe	Nevada	\$ 185.00	\$ 59.00	NV
TAHO	Lake Tahoe	Douglas	Nevada	\$ 125.00	\$ 51.00	NV
LSVG	Las Vegas	Clark	Nevada	\$ 185.00	\$ 59.00	NV
RENO	Reno	Washoe	Nevada	\$ 185.00	\$ 59.00	NV
STAT	Stateline	Douglas, Carson City	Nevada	\$ 125.00	\$ 51.00	NV
NEW HAMPSHIRE						
CONC	Concord	Merrimack	New Hampshire	\$ 150.00	\$ 59.00	NH
HANO	Hanover	Grafton / Sullivan	New Hampshire	\$ 185.00	\$ 59.00	NH
NEW JERSEY						
ATCY	Atlantic City	Atlantic	New Jersey	\$ 125.00	\$ 59.00	NJ
CPMN	Cape May	Atlantic And Cape May	New Jersey	\$ 125.00	\$ 59.00	NJ
JERS	Jersey City	Hudson	New Jersey	\$ 125.00	\$ 51.00	NJ
MORN	Morristown	Morris	New Jersey	\$ 250.00	\$ 59.00	NJ
NWKN	Newark	Essex, Bergen, Hudson And Passaic	New Jersey	\$ 185.00	\$ 59.00	NJ
PARS	Parsippany	Morris	New Jersey	\$ 250.00	\$ 59.00	NJ
PRNN	Princeton	Mercer	New Jersey	\$ 185.00	\$ 59.00	NJ
NEW MEXICO						
ALBQ	Albuquerque	Bernalillo	New Mexico	\$ 125.00	\$ 51.00	NM
SNFE	Santa Fe	Santa Fe	New Mexico	\$ 150.00	\$ 59.00	NM

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
NEW YORK						
ALBY	Albany	Dougherty	New York	\$ 150.00	\$ 59.00	NY
BKLN	Brooklyn	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 380.00	\$ 69.00	NY
BUFF	Buffalo	Erie	New York	\$ 150.00	\$ 59.00	NY
MANH	Manhattan	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 380.00	\$ 69.00	NY
NYCY	New York	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 380.00	\$ 69.00	NY
NIAG	Niagara Falls	Niagara	New York	\$ 185.00	\$ 59.00	NY
QUEN	Queens	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 380.00	\$ 69.00	NY
ROCH	Rochester	Olmsted	New York	\$ 185.00	\$ 59.00	NY
STIN	Staten Island	Richmond	New York	\$ 380.00	\$ 69.00	NY
TRTN	Tarrytown	Westchester	New York	\$ 250.00	\$ 59.00	NY
BROX	The Bronx	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 380.00	\$ 69.00	NY
WHPL	White Plains	Westchester	New York	\$ 250.00	\$ 59.00	NY
NORTH CAROLINA						
ASHE	Asheville	Buncombe	North Carolina	\$ 185.00	\$ 59.00	NC
BOON	Boone	Watauga	North Carolina	\$ 150.00	\$ 51.00	NC
CHRL	Charlotte	Mecklenburg	North Carolina	\$ 185.00	\$ 59.00	NC
DURH	Durham	Strafford	North Carolina	\$ 150.00	\$ 59.00	NC
GRNS	Greensboro	Guilford	North Carolina	\$ 150.00	\$ 51.00	NC
KIDV	Kill Devil	Dare	North Carolina	\$ 125.00	\$ 59.00	NC
NORTH DAKOTA						
BISM	Bismark	Burleigh	North Dakota	\$ 125.00	\$ 51.00	ND
OHIO						
CINC	Cincinnati	Hamilton And Clermont	Ohio	\$ 185.00	\$ 69.00	OH
CLEV	Cleveland	Cuyahoga	Ohio	\$ 185.00	\$ 69.00	OH
CLMB	Columbus	Franklin	Ohio	\$ 125.00	\$ 59.00	OH
DAYT	Dayton	Greene, Darke And Montgomery	Ohio	\$ 150.00	\$ 59.00	OH
DUBL	Dublin	Laurens	Ohio	\$ 125.00	\$ 51.00	OH
LIMA	Lima	Allen	Ohio	\$ 125.00	\$ 51.00	OH
LUCA	Lucasville	Scioto	Ohio	\$ 125.00	\$ 51.00	OH
POWL	Powell	Delaware	Ohio	\$ 125.00	\$ 51.00	OH
TOLE	Toledo	Lucas	Ohio	\$ 125.00	\$ 51.00	OH
OKLAHOMA						
OKLA	Oklahoma City	Oklahoma	Oklahoma	\$ 125.00	\$ 59.00	OK
TULS	Tulsa	Tulsa, Creek, Osage, And Rogers	Oklahoma	\$ 125.00	\$ 51.00	OK
OREGON						
ASHO	Ashland	Jackson	Oregon	\$ 125.00	\$ 51.00	OR
PORT	Portland	Cumberland	Oregon	\$ 125.00	\$ 59.00	OR

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
PENNSYLVANIA						
FTWP	Ft Washington	Bucks	Pennsylvania	\$ 125.00	\$ 51.00	PA
HRBP	Harrisburg	Dauphin	Pennsylvania	\$ 125.00	\$ 51.00	PA
HRSP	Hershey	City Of Hershey	Pennsylvania	\$ 125.00	\$ 51.00	PA
MUNC	Muncy	Lycoming	Pennsylvania	\$ 125.00	\$ 51.00	PA
PHIL	Philadelphia	Philadelphia	Pennsylvania	\$ 315.00	\$ 59.00	PA
PITT	Pittsburgh	Allegheny	Pennsylvania	\$ 185.00	\$ 51.00	PA
WRMP	Warminster	Bucks	Pennsylvania	\$ 125.00	\$ 51.00	PA
WYNP	Wayne	Delaware	Pennsylvania	\$ 150.00	\$ 59.00	PA
RHODE ISLAND						
BLKR	Block Island	Kent And Washington	Rhode Island	\$ 150.00	\$ 59.00	RI
NWPT	Newport	Newport	Rhode Island	\$ 315.00	\$ 59.00	RI
PRVR	Providence	Providence	Rhode Island	\$ 250.00	\$ 59.00	RI
SOUTH CAROLINA						
CHAR	Charleston	Kanawha	South Carolina	\$ 315.00	\$ 69.00	SC
CLUM	Columbia	Lexington	South Carolina	\$ 125.00	\$ 59.00	SC
GRNV	Greenville	Pitt	South Carolina	\$ 125.00	\$ 51.00	SC
MYRS	Myrtle Beach	Horry	South Carolina	\$ 250.00	\$ 59.00	SC
SOUTH DAKOTA						
RAPD	Rapid City	Pennington	South Dakota	\$ 250.00	\$ 59.00	SD
SODK	Rapid City	Pennington	South Dakota	\$ 250.00	\$ 59.00	SD
STRG	Sturgis	Meade	South Dakota	\$ 185.00	\$ 59.00	SD
YANK	Yankton	Meade	South Dakota	\$ 185.00	\$ 59.00	SD
TENNESSEE						
CHAT	Chattanooga	Hamilton	Tennessee	\$ 150.00	\$ 59.00	TN
GATL	Gatlinburg	Sevier	Tennessee	\$ 125.00	\$ 51.00	TN
KNOX	Knoxville	Knox	Tennessee	\$ 125.00	\$ 59.00	TN
MEMP	Memphis	Shelby	Tennessee	\$ 150.00	\$ 59.00	TN
NASH	Nashville	Brown	Tennessee	\$ 250.00	\$ 59.00	TN
TENN	Tennessee	Willamson	Tennessee	\$ 150.00	\$ 59.00	TN
TEXAS						
ASTN	Austin	Travis	Texas	\$ 250.00	\$ 59.00	TX
BAST	Bastrop	Brazos	Texas	\$ 150.00	\$ 59.00	TX
DALL	Dallas	Dallas	Texas	\$ 150.00	\$ 51.00	TX
ELPA	El Paso	El Paso	Texas	\$ 125.00	\$ 59.00	TX
FTWR	Fort Worth	Tarrant County And City Limits Of Grapevine	Texas	\$ 250.00	\$ 59.00	TX
GLVT	Galveston	Galveston	Texas	\$ 185.00	\$ 59.00	TX
HSTN	Houston	Montgomery, Fort Bend And Harris	Texas	\$ 185.00	\$ 59.00	TX
SNAN	San Antonio	Bexar	Texas	\$ 185.00	\$ 59.00	TX
UTAH						
PKCY	Park City	Summit	Utah	\$ 380.00	\$ 69.00	UT
SLC	Salt Lake City	Salt Lake And Tooele	Utah	\$ 185.00	\$ 59.00	UT
VERMONT						
MANC	Manchester	Hillsborough	Vermont	\$ 125.00	\$ 69.00	VT

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
VIRGINIA						
ALEX	Alexandria	Washington Dc (Also The Cities Of Alexandria, Falls Church And Fairfax, And The Counties Of Arlington, Fairfax, And Loudoun In Virginia; And The Counties Of Montgomery And Prince George'S In Maryland) (See Also Maryland And Virginia)	Virginia	\$ 380.00	\$ 69.00	VA
ARLV	Arlington	Arlington	Virginia	\$ 380.00	\$ 69.00	VA
CHRV	Charlottesville	Albermerle	Virginia	\$ 185.00	\$ 69.00	VA
DULL	Dulles	Loudoun	Virginia	\$ 380.00	\$ 69.00	VA
FRFV	Fairfax	Loudoun	Virginia	\$ 380.00	\$ 69.00	VA
FRNT	Front Royal	Warren	Virginia	\$ 125.00	\$ 51.00	VA
HAMP	Hampton	Hampton	Virginia	\$ 125.00	\$ 51.00	VA
NORF	Norfolk	Norfolk	Virginia	\$ 125.00	\$ 51.00	VA
RCHM	Richmond	City Of Richmond	Virginia	\$ 125.00	\$ 59.00	VA
ROAN	Roanoke	City Limits Of Roanoke	Virginia	\$ 150.00	\$ 59.00	VA
VRGB	Virginia Beach	Cities Of Virginia Beach, Norfolk, Portsmouth, Chesapeake, And Suffolk	Virginia	\$ 250.00	\$ 59.00	VA
WILL	Williamsburg	James City And York Counties, City Of Williamsburg	Virginia	\$ 150.00	\$ 59.00	VA
WNTR	Wintergreen	Nelson	Virginia	\$ 125.00	\$ 51.00	VA
WASHINGTON						
EVER	Everett	Snohomish	Washington	\$ 185.00	\$ 59.00	WA
FRID	Friday Harbor	Skagit, Island, San Juan	Washington	\$ 125.00	\$ 51.00	WA
SETL	Seattle	King	Washington	\$ 315.00	\$ 69.00	WA
TACO	Tacoma	Pierce	Washington	\$ 150.00	\$ 59.00	WA
WEST VIRGINIA						
SHEP	Sheperdstown	Jefferson	West Virginia	\$ 125.00	\$ 51.00	WV
WHLG	Wheeling	Ohio	West Virginia	\$ 150.00	\$ 51.00	WV
WISCONSIN						
ANTG	Antigo	Langlade	Wisconsin	\$ 125.00	\$ 51.00	WI
APPL	Appleton	Outagamie	Wisconsin	\$ 125.00	\$ 59.00	WI
ASHL	Ashland	Jackson	Wisconsin	\$ 125.00	\$ 51.00	WI
BARA	Baraboo	Sauk	Wisconsin	\$ 125.00	\$ 51.00	WI
BAYF	Bayfield	Bayfield	Wisconsin	\$ 125.00	\$ 51.00	WI
BEAV	Beaver Dam	Dodge	Wisconsin	\$ 125.00	\$ 51.00	WI
BLRV	Blackriver Falls	Jackson	Wisconsin	\$ 125.00	\$ 51.00	WI
BOSC	Boscobel	Grant	Wisconsin	\$ 125.00	\$ 51.00	WI
BRKF	Brookfield	Waukesha	Wisconsin	\$ 150.00	\$ 59.00	WI
CABL	Cable	Bayfield	Wisconsin	\$ 125.00	\$ 51.00	WI
CMDG	Camp Douglas	Juneau	Wisconsin	\$ 125.00	\$ 51.00	WI
CHIL	Chilton	Calumet	Wisconsin	\$ 125.00	\$ 51.00	WI
CHIP	Chippewa Falls	Chippewa	Wisconsin	\$ 125.00	\$ 51.00	WI
CRAN	Crandon	Forest	Wisconsin	\$ 125.00	\$ 51.00	WI
DELA	Delafield	Waukesha	Wisconsin	\$ 125.00	\$ 51.00	WI
DELV	Delavan	Walworth	Wisconsin	\$ 125.00	\$ 51.00	WI
EGLR	Eagle River	Vilas	Wisconsin	\$ 125.00	\$ 51.00	WI
EACL	Eau Claire	Eau Claire	Wisconsin	\$ 125.00	\$ 51.00	WI
EGGH	Egg Harbor	Door	Wisconsin	\$ 125.00	\$ 51.00	WI

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
WISCONSIN	continued					
ELKL	Elkhart Lake	Sheboygan	Wisconsin	\$ 150.00	\$ 59.00	WI
ELKH	Elkhorn	Walworth	Wisconsin	\$ 125.00	\$ 51.00	WI
FENN	Fennimore	Grant	Wisconsin	\$ 125.00	\$ 51.00	WI
FDL	Fond Du Lac	Fond Du Lac	Wisconsin	\$ 125.00	\$ 51.00	WI
FONT	Fontana	Walworth	Wisconsin	\$ 125.00	\$ 51.00	WI
FTMC	Fort Mccoy	Monroe	Wisconsin	\$ 125.00	\$ 51.00	WI
FRIE	Friendship	Fond Du Lac	Wisconsin	\$ 125.00	\$ 51.00	WI
GTWN	Germantown	Washington	Wisconsin	\$ 125.00	\$ 51.00	WI
GRNB	Green Bay	Brown	Wisconsin	\$ 125.00	\$ 51.00	WI
GRLK	Green Lake	Green Lake	Wisconsin	\$ 125.00	\$ 51.00	WI
HRTL	Hartland	Waukesha	Wisconsin	\$ 125.00	\$ 51.00	WI
HDSN	Hudson	St. Croix	Wisconsin	\$ 125.00	\$ 51.00	WI
HRLY	Hurley	Iron	Wisconsin	\$ 125.00	\$ 51.00	WI
IRMA	Irma	Lincoln	Wisconsin	\$ 125.00	\$ 51.00	WI
JANE	Janesville	Rock	Wisconsin	\$ 125.00	\$ 51.00	WI
KAUK	Kaukauna	Outagamie	Wisconsin	\$ 125.00	\$ 51.00	WI
KENO	Kenosha	Kenosha	Wisconsin	\$ 125.00	\$ 51.00	WI
KESH	Keshina	Menomonie	Wisconsin	\$ 125.00	\$ 51.00	WI
KOHL	Kohler	Sheboygan	Wisconsin	\$ 150.00	\$ 59.00	WI
LACR	La Crosse	La Crosse	Wisconsin	\$ 125.00	\$ 51.00	WI
LDF	Lac Du Flambeau	Vilas	Wisconsin	\$ 125.00	\$ 51.00	WI
LKGN	Lake Geneva	Walworth	Wisconsin	\$ 125.00	\$ 51.00	WI
MDSN	Madison	Dane	Wisconsin	\$ 185.00	\$ 59.00	WI
MANT	Manitowoc	Manitowoc	Wisconsin	\$ 125.00	\$ 51.00	WI
MARN	Marinette	Marinette	Wisconsin	\$ 125.00	\$ 51.00	WI
MRSH	Marshfield	Marathon	Wisconsin	\$ 125.00	\$ 51.00	WI
MAUS	Mauston	Juneau	Wisconsin	\$ 125.00	\$ 51.00	WI
MEDF	Medford	Taylor	Wisconsin	\$ 125.00	\$ 51.00	WI
MENA	Menasha	Winnebago/Calumet	Wisconsin	\$ 125.00	\$ 51.00	WI
MEFL	Menomonee Falls	Waukesha	Wisconsin	\$ 125.00	\$ 51.00	WI
MENO	Menomonie	Menomonie	Wisconsin	\$ 125.00	\$ 51.00	WI
MERR	Merrimac	Sauk	Wisconsin	\$ 125.00	\$ 51.00	WI
MIDL	Middleton	Dane	Wisconsin	\$ 185.00	\$ 59.00	WI
MILW	Milwaukee	Milwaukee	Wisconsin	\$ 150.00	\$ 59.00	WI
MINO	Minocqua	Oneida	Wisconsin	\$ 125.00	\$ 51.00	WI
MOSI	Mosinee	Marathon	Wisconsin	\$ 125.00	\$ 51.00	WI
NEEN	Neenah	Winnebago	Wisconsin	\$ 125.00	\$ 51.00	WI
NEIL	Neillsville	Clark	Wisconsin	\$ 125.00	\$ 51.00	WI
NWGL	New Glarus	Green	Wisconsin	\$ 125.00	\$ 51.00	WI
NHOL	New Holstein	Calumet	Wisconsin	\$ 125.00	\$ 51.00	WI
NLIS	New Lisbon	Juneau	Wisconsin	\$ 125.00	\$ 51.00	WI
OCON	Oconomowoc	Waukesha	Wisconsin	\$ 125.00	\$ 51.00	WI
OSHK	Oshkosh	Winnebago	Wisconsin	\$ 125.00	\$ 51.00	WI
OUTA	Outagamie County	Outagamie	Wisconsin	\$ 125.00	\$ 51.00	WI
PEWK	Pewaukee	Waukesha	Wisconsin	\$ 150.00	\$ 59.00	WI
PLAT	Platteville	Grant	Wisconsin	\$ 125.00	\$ 51.00	WI
PLOV	Plover	Portage/Marathon	Wisconsin	\$ 125.00	\$ 51.00	WI
PRTG	Portage	Columbia	Wisconsin	\$ 125.00	\$ 51.00	WI
PDCH	Prarie Du Chien	Crawford	Wisconsin	\$ 125.00	\$ 51.00	WI
RACN	Racine	Racine	Wisconsin	\$ 125.00	\$ 51.00	WI
REDG	Redgranite	Waushara	Wisconsin	\$ 125.00	\$ 51.00	WI
REED	Reedsburg	Sauk	Wisconsin	\$ 125.00	\$ 51.00	WI

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2018

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
WISCONSIN	continued					
RHIN	Rhineland	Oneida	Wisconsin	\$ 125.00	\$ 51.00	WI
RICH	Richland Center	Richland	Wisconsin	\$ 125.00	\$ 51.00	WI
RUSH	Rush Creek	St. Croix	Wisconsin	\$ 125.00	\$ 51.00	WI
SHAW	Shawano	Shawano	Wisconsin	\$ 125.00	\$ 51.00	WI
SHEB	Sheboygan	Sheboygan	Wisconsin	\$ 150.00	\$ 59.00	WI
SIST	Sister Bay	Door	Wisconsin	\$ 125.00	\$ 51.00	WI
SPAR	Sparta	Monroe	Wisconsin	\$ 125.00	\$ 51.00	WI
SPGR	Spring Green Wi	Sauk	Wisconsin	\$ 125.00	\$ 51.00	WI
STAN	Stanley	Chippewa	Wisconsin	\$ 125.00	\$ 51.00	WI
STPT	Stevens Point	Portage/Marathon	Wisconsin	\$ 125.00	\$ 51.00	WI
STOU	Stout	Dunn	Wisconsin	\$ 125.00	\$ 51.00	WI
STUR	Sturgeon Bay	Door	Wisconsin	\$ 125.00	\$ 51.00	WI
SUPR	Superior	Douglas	Wisconsin	\$ 125.00	\$ 51.00	WI
TOMH	Tomah	Monroe	Wisconsin	\$ 125.00	\$ 51.00	WI
UNIN	Union Grove	Racine	Wisconsin	\$ 125.00	\$ 51.00	WI
WABE	Wabeno	Forest	Wisconsin	\$ 125.00	\$ 51.00	WI
WALE	Wales	Waukesha	Wisconsin	\$ 150.00	\$ 59.00	WI
WATR	Watertown	Dodge	Wisconsin	\$ 125.00	\$ 51.00	WI
WAUK	Waukesha	Waukesha	Wisconsin	\$ 125.00	\$ 51.00	WI
WAUP	Waupaca	Waupaca	Wisconsin	\$ 125.00	\$ 51.00	WI
WAPN	Waupun	Dodge/Fond Du Lac	Wisconsin	\$ 125.00	\$ 51.00	WI
WAUS	Wausau	Marathon	Wisconsin	\$ 125.00	\$ 51.00	WI
WAUT	Wautoma	Washara	Wisconsin	\$ 125.00	\$ 51.00	WI
WBND	West Bend	Washington	Wisconsin	\$ 125.00	\$ 51.00	WI
WHIT	Whitewater	Walworth	Wisconsin	\$ 125.00	\$ 51.00	WI
WIND	Windsor	Dane	Wisconsin	\$ 185.00	\$ 59.00	WI
WINN	Winnebago	Winnebago	Wisconsin	\$ 125.00	\$ 51.00	WI
WDEL	Wisconsin Dells	Columbia	Wisconsin	\$ 150.00	\$ 59.00	WI
WRPD	Wisconsin Rapids	Wood	Wisconsin	\$ 125.00	\$ 51.00	WI
WYOMING						
JACK	Jackson	Teton	Wyoming	\$ 315.00	\$ 69.00	WY
OUT OF COUNTRY						
ALGA	Algarrobo	CHILE	Country	\$ 125.00	\$ 69.00	
AMST	Amsterdam	NETHERLANDS	Country	\$ 315.00	\$ 69.00	
BELG	Belgium	BELGIUM	Country	\$ 125.00	\$ 69.00	
BERM	Bermuda	BERMUDA	Country	\$ 500.00	\$ 69.00	
BRAZ	Brazil	BRAZIL	Country	\$ 125.00	\$ 69.00	
CALG	Calgary	CANADA	Country	\$ 380.00	\$ 69.00	
COST	Costa Rica	COSTA RICA	Country	\$ 125.00	\$ 69.00	
GERM	Germany	GERMANY	Country	\$ 125.00	\$ 69.00	
LASA	La Serna	CHILE	Country	\$ 125.00	\$ 69.00	
MONT	Montreal	CANADA	Country	\$ 250.00	\$ 69.00	
MORE	Morelos	MEXICO	Country	\$ 125.00	\$ 69.00	
NAIR	Nairobi	KENYA	Country	\$ 380.00	\$ 69.00	
PERT	Perth	AUSTRALIA	Country	\$ 315.00	\$ 69.00	
POLD	Poland	POLAND	Country	\$ 125.00	\$ 69.00	
SNJN	San Juan	PUERTO RICO	Country	\$ 250.00	\$ 69.00	
SANT	Santiago	CHILE	Country	\$ 250.00	\$ 69.00	
TRNT	Toronto	CANADA	Country	\$ 250.00	\$ 69.00	
VANC	Vancouver	CANADA	Country	\$ 250.00	\$ 69.00	
VNNA	Vienna	AUSTRIA	Country	\$ 315.00	\$ 69.00	

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.



**COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION**

DATE: January 18, 2018
TO: Department Administrators
FROM: Scott B. Manske, Comptroller
SUBJECT: 2018 Travel Reimbursement Rates

Auto Mileage Reimbursement

The auto mileage reimbursement rate increases to \$0.545 per mile effective January 1, 2018. This is an increase of one cent from the previous rate of \$0.535 per mile.

The County rate is increasing pursuant to Sections 5.06 and 56.05 of the Milwaukee County Ordinances, which require the County to adopt changes in the Internal Revenue Service mileage rate for tax purposes. This rate will be reimbursed to county employees for use of their personal vehicles on County business and for reimbursement by County employees for personal use of a county vehicle. Reimbursement eligibility is also subject to compliance with AMOP 5.01 Milwaukee County Vehicle Operation.

Please inform all employees in your department that \$0.545 per mile is the mileage reimbursement rate effective January 1, 2018.

Meal and Incidental Expense Reimbursement

The maximum daily rate for Meal and Incidental Expense (M&IE) reimbursement is unchanged. The County uses a three tier system for daily M&IE reimbursement rates.

	2017 M&IE Rates	2018 M&IE Rates
Low Rate	\$51	\$51
Moderate Rate	\$59	\$59
High Rate	\$69	\$69

Hotel Reimbursement

The County has established maximum reimbursement rates for hotels by location. The County uses an eight-tier system for hotel reimbursement rates. Please to Appendix B of Administrative Procedure 5.11 for the schedule of hotel rates by location.

The General Services Administration (GSA), a department of the Federal Government, publishes hotel and meal and incidental expense (M&IE) reimbursement rates on an annual basis. If these GSA per diem rates are used for travel reimbursement, the IRS does not require the tax reporting or taxing of travel expenses reimbursement.

Appendix B of Administrative Procedure 5.11 "Travel Preparation Guidelines" lists the rates for M&IE and hotels by major travel destination. This table can be found in the forms library. The travel destination list in Advantage has been updated to show cities as either low cost, moderate cost or high cost. The travel destination code is required on travel expense reports.

Scott B. Manske
Comptroller

Procedure

ADMINISTRATIVE MANUAL
MILWAUKEE COUNTY

REVISION DATE

January 20, 2010

CHAPTER TITLE

Fiscal Transactions

CHAPTER NO.

5

ORIG ISSUE DATE

April 11, 1976

SECTION TITLE

Travel Preparation
Guidelines and
Expense Reporting

SECTION NO.

5.11

TRAVEL REIMBURSEMENT GUIDELINES

These guidelines will provide a quick reference for Milwaukee County travelers. For complete information on travel authorization and expense reimbursement, consult **Administrative Manual Procedure 5.11**. Questions can be directed to the Department of Administrative Services, Accounts Payable Section, Courthouse, 278-4194.

GENERAL RULES - All elected officials, officers and employees of Milwaukee County, as well as municipal police officers, must follow these **Travel Reimbursement** procedures. Reimbursable travel expenses are confined only to those incurred on Milwaukee County business. Personal expenses will **not** be reimbursed. Individuals traveling on official business must exercise the same care in incurring expenses as that of a prudent person traveling on personal business. Generally, original receipts and a travel itinerary must accompany an expense reimbursement request.

TRAVEL EXPENSE REPORTING

Travel Expense Report Form#1423 must be submitted with a travel itinerary and original receipts whether out-of-pocket expenses were incurred or not. The Travel Expense Form must be submitted as soon as practical after the last day of the trip. If a travel advance was obtained from the County Treasurer, the Travel Expense Report must be filed **within 15 days after return** of the trip. Administrative Manual Section 5.11 provides detailed instructions on the preparation of the Travel Expense Report. Reimbursable expenses and the required documentation/receipts for same are as follows:

Transportation - Public transportation must be used where practical. When private transportation is used, allowable reimbursement will be the lesser of the cost of public or private transportation. If an indirect route is taken for personal reasons, all extra costs will not be reimbursed.

The use of a private automobile is reimbursed based on the shortest mileage between points of travel, as shown by official State maps. Travelers using a personal automobile must certify in writing on the Travel Expense Report that they possess a valid driver's license and meet all the requirements for public liability insurance.

All air travel arrangements must be made at the lowest possible fare, consistent with reasonable business planning. First-class travel will not be reimbursed when less expensive fares are available.

All public modes of transportation must be substantiated by original ticket stubs and an itinerary. If a personal vehicle is used in lieu of air or train transportation, a statement issued by a travel agent, or other documentation, that identifies the cost of public transportation must be obtained prior to the trip.

Hotel - Hotel costs are reimbursable when travel is greater than 100 miles from Milwaukee County, unless justified in writing by the department head, and is limited to:

- The County's maximum lodging rate for the locality of travel with the following exceptions:
 - If a group discount rate is offered in association with a conference.
 - If a department head grants a waiver and written explanation is provided to Accounts Payable.
- The night before the event starts, through the night it ends.

Procedure

ADMINISTRATIVE MANUAL
MILWAUKEE COUNTY

<u>REVISION DATE</u>	<u>CHAPTER TITLE</u>	<u>CHAPTER NO.</u>
January 20, 2010	Fiscal Transactions	5
<u>ORIG ISSUE DATE</u>	<u>SECTION TITLE</u>	<u>SECTION NO.</u>
April 11, 1976	Travel Preparation Guidelines and Expense Reporting	5.11

- Single occupancy rate, unless two travelers share a room and both individuals are on business-travel status. When a room is shared, the cost of lodging is shared equally.
- If the cost of lodging available in conjunction with an authorized event is lower than the County's maximum lodging rate for the locality of travel, reimbursement is limited to the group discount rate. For example: if lodging provided by the sponsor of the event is \$60 per night but you elect to stay at a hotel that costs \$80 per night, you can claim only \$60 per night for reimbursement. A copy of the registration form verifying the conference hotel rate must be provided.

Note: All lodging expense must be substantiated by an itemized, paid, original receipt.

Meals and Incidental Expenses (M&IE) - When traveling outside of Milwaukee County, expenses are reimbursable at actual costs not to exceed the M&IE rate, which is prorated at three-fourths the applicable rate when travel is less than one full day. **Low-cost** localities are reimbursable at \$46 per day, **Moderate-cost** localities are reimbursable at \$56 per day, while **High-cost** localities are reimbursable at \$66 per day. However, exceptions apply. When meal costs are included in the registration fee, reimbursement cannot be claimed. When an authorized event exceeds five days and meals are provided, only actual expenses up to the Federal M&IE rate can be claimed, and each expense must be detailed on the Travel Expense Report.

Note: All meal expenses must be substantiated by paid receipts. The cost of alcoholic beverages is non-reimbursable.

Registration Fees - Registration fees for conventions, conferences, seminars or workshops are reimbursable when supported by paid receipts.

Telephone/Fax • Telephone and fax expenses for business purposes are reimbursable but must be supported by a statement showing date, time, names and phone numbers of parties called, and purpose of the call. Personal phone calls are not reimbursable.

Taxi/Shuttle - Taxi and shuttle fares, including tips at a maximum of 20%, are reimbursable when other modes of transportation are not available or practical. Included is the cost of travel between a common carrier's site and the individual's home or place of business. When the cost of a one-way fare exceeds \$15, a receipt must be obtained.

Automobile Rental - For business purposes only, the County will reimburse the rental and operation of an automobile and the premium charge of collision damage/accidental injury insurance up to the amount of the standard plan offered by the rental agency. Automobile rental costs must be substantiated by the rental agreement and a paid invoice.

Other Expenses - Gas and emergency repair costs, when incurred in conjunction with the use of a County-owned vehicle, are reimbursable with paid receipts. Parking and toll costs incurred during County business are reimbursable and should be itemized.

Procedure

ADMINISTRATIVE MANUAL
MILWAUKEE COUNTY

REVISION DATE

May 10, 2006

CHAPTER TITLE

Fiscal Transactions

CHAPTER NO.

5

ORIG ISSUE DATE

April 11, 1976

SECTION TITLE

Travel Preparation
Guidelines and
Expense Reporting

SECTION NO.

5.11

MILEAGES TO COMMONLY-TRAVELED CITIES*

(One-way)

Reimbursement for travel will be based on these miles only.

<u>City</u>	<u>Number of Miles from Milwaukee</u>
Appleton	100
Black River Falls	190
Eau Claire	241
Fond du Lac	62
Green Bay	114
** Irma	216
** Lacrosse	204
Kenosha	37
Madison	77
Manitowoc	79
Neillsville	210
Oshkosh	80
** Prairie du Chien	179
Racine	26
Sheboygan	52
Stevens Point	149
Superior	389
Wausau	181
Wisconsin Dells	116
Wisconsin Rapids	158
Wittenberg	210

* (Source: Official U.S. State Maps)

** **Special Notes:**

Irma to Wausau	35 miles
Lacrosse to Prairie du Chien	59 miles
Chicago, IL (from Milwaukee)	93 miles
Minneapolis/St. Paul (from Milwaukee)	322 miles

ACCOUNTS PAYABLE CHECKLIST

Milwaukee County Office of the Comptroller

Vol. 1 No. 2

PLANES, TRAINS AND AUTOMOBILES...

Issued: June 2000

Updated: Oct. 2017

Follow these Steps To Expedite Prompt Reimbursement Of Travel Expense Reports

- Travel Expense forms can be requested from Graphics, but they are also available on the Lotus Notes Forms Library. The current travel expense form is **1423 R14**.
- Travel Expense forms should be filled out completely. The employee's vendor number must be written on the travel expense report in the space labeled "Emp Ven ID". In addition, if a travel advance was requested, the TE document number must be written in the space labeled "Travel Advance ID". If the employee vendor number or the TE document number is missing, the expense report will be returned to you for correction.
- Milw. County reimburses employees for qualified expenses-- include only qualified expenses on travel expense reports. Deduct non-qualifying expenses from receipts submitted to you. Such things as movie rentals, mini bar, personal phone calls, fireplace logs, gym fees or expenses for family members must not be included on travel expense reports and will not be reimbursed if they are.
- Make photocopies of all travel advance checks issued by the Treasurer. Attach photocopies of all advance checks to the travel expense report when it is submitted for reimbursement.
- Staple Travel Expense report and all attachments together. DO NOT paper clip.
- Travel expenses fall into 7 common categories that are listed on Travel Expense reports. Care should be taken to write expenses on the correct line. Backup must match expenses claimed. Expenses submitted without appropriate backup will be returned for correction.
 - Transportation** – include only air, train, bus and mileage on this line—submit original ticket stubs, proof of payment and air travel itinerary, if applicable.
 - Hotel** – claim actual expenses up to lodging rate allowed except when lodging is provided in conjunction with event in which case costs can exceed cost of lodging provided. Submit ORIGINAL itemized paid hotel bill. Include only hotel room rate plus taxes on this line. Remember, Milwaukee County is exempt from Sales Tax in Wis.
 - Meals / Incidentals** – claim actual expenses up to maximum per diem allowed. Expenses include tips (maximum up to 20%). Paid receipts are required.
 - Registration Fees** – submit paid receipt. If an advance check was issued for the registration fee, a copy of advance check is an acceptable substitute.
 - Telephone/Fax** – include expenses incurred for business purposes only. Submit itemized bill with date, times, names and phone numbers.
 - Taxi/Limousine** – include cost plus applicable tips (maximum of 20%). If one-way fare exceeds \$15, submit paid receipts and explain business purpose.
 - Automobile Rental** – must be authorized by Dept Head in advance. Include cost of rental & insurance. Submit rental agreement and invoice. Rentals should be for business purposes only.
 - Other Expenses** – other expenses such as parking, tolls etc. must be included here and itemized in the "Explanation" section. Submit paid receipts.
- An air travel itinerary must be submitted with the travel expense report whenever air travel arrangements are made. If required by the Dept head, air travel arrangements must be made using a travel agent. If not required by Dept head, air travel arrangements should be made using the internet or by contacting the airline directly.
- An itemized Original hotel bill must be submitted with travel expense report. County ordinance requires the submission of an itemized hotel bill with the travel expense report **even if the advance check was made out to the hotel.** Remember, number of allowable nights cannot exceed the night before event begins thru the night it ends.
- "Per diem" is the daily maximum limit allowed for meals and incidentals. Reimbursement will be for actual expenses up to the per diem limit. Submit paid receipts with travel expense report for meals and incidentals. Incidental expenses such as traveler's check fees and dry cleaning are included in the per diem amount—do not increase the cash advance for them.
- Meal Tips are included in per diem, amount allowed— do not increase the cash advance for them. Include meal tips with meals on the Meals/Incidentals line of the travel expense report.
- The first and last day of a trip are prorated to ¾ of the allowable per diem regardless of the time of departure or arrival. Be sure to take this into consideration when calculating the amount of the cash advance to be requested on a TE document. If your calculations do not reflect this, the employee will owe the Treasurer money.

12. What is a "one-day trip meal"? Why can't one-day trip meals be included in cash advance calculations? One-day trip meals are meals when no overnight stay is incurred. One-day trip meal expenses must be incurred while on County business outside Milwaukee County. They are reimbursed at actual expenses not to exceed ¾ of the applicable Federal M&IE per diem rate. One-day trip meals must not be included in cash advance calculations because they are a taxable expense that must be reimbursed through Payroll. If included in the cash advance, a duplicate payment results-- the employee will owe money to the Treasurer.

13. How are "one-day trip" meals listed on a travel expense report? One-day trip meals plus applicable tips must be paid out-of-pocket by the employee and then claimed on the line "Meals/Incidentals" expenses. Include an explanation to the right of the amount including the date and where employee went.

14. Mileage claimed on travel expense reports must be close to "map miles" as set forth in the current travel procedure. Map miles are listed there for all commonly visited cities. For instance, map miles to Madison, Wis. are listed as 158 miles round trip. Mileage claimed on expense reports is checked for reasonableness before payment is issued. Unusual circumstances may be explained in the "Explanation" section provided.

15. A "paid receipt" or copy of the advance check must be submitted when registration expenses are claimed. A registration fee must be **paid** before it can be included on a travel expense report. Registration fees without a paid receipt or check copy will not be reimbursed. If an advance check was not issued **to the vendor**, proof of payment must be provided. Remember, proof of attendance is **not** proof of payment.

16. The Department head is responsible for signing and reviewing travel expense reports. In order to avoid payment delays, improper expenses must be deleted, calculations checked and receipts must be reviewed by department head before signed travel expense report is submitted.

Travel Advance Tips from the Treasurer's Office

1. Employees/elected officials are eligible for travel advances of \$100 minimum.

2. "Scheduled check date" typed on TE document views depends on the type of advance.

- Cash advances must be submitted no more than two weeks prior to event.
- Hotel advances must be submitted no more than two weeks prior to event.
- Airline advances may be submitted as needed to hold reservations or reimburse employee's credit card.
- Registration Fee advances are determined by the hosting vendor

3. Create one TE document per trip. When changes to the trip require an increase or decrease of the total advance, **you must modify the original TE document, unless the trip has already taken place.** Instructions for modifying a TE document are contained in the Advantage manual "Employee Travel".

4. Effective 1/1/2014, travel requests NO LONGER need to be pre-approved by DAS-Budget. The pre-approval process may be restored in whole or in part for departments that report a deficit to the Office of the Comptroller.

5. TE documents must be approved by your Dept and Treasurer's Office staff. After the TE is created:

- Let your approver know there is a TE in Advantage that needs approval.
- **You do not need to contact the Treasurer's Office to request approval.** Throughout the day, the Treasurer's staff looks for TEs in Advantage that need final approval. The Treasurer's approval is not added unless travel policy guidelines have been followed.

6. Advance checks are issued by vendor number. All TE documents with the same vendor number will appear on the same advance check. Occasionally, this can cause a problem, especially with airline advances. It is possible to prevent an

advance check from combining with other advance requests-- when entering the TE document, locate the "Single Check" drop-down list arrow and select **YES.**

7. I need a travel advance check as soon as possible. If I type a "scheduled check date" of tomorrow and my boss approves the TE document today, when will the check actually be ready? The Treasurer needs 2 to 3 working days for processing after the date your TE document has been **fully** approved.

EXAMPLE: If your TE document is fully approved by Monday 10/9/17, checks will be ready by Wednesday 10/11/17.

OVER THE WEEKEND EXAMPLE: If your TE document is fully approved by Friday 10/6/17, checks will be ready by Tuesday 10/10/17.

8. How do I get my advance checks? Your agency's designated travel contact will contact you.

The Treasurer maintains a list of travel-related departmental contacts. When a check is ready, your Dept's travel contact will be notified by phone. Checks will be distributed via interoffice mail or held for pickup as indicated by your travel contact.

Remember, **County ID** is required to pick-up checks from the Treasurer's Office.

Comptroller's Office Staff

Advantage Assistance:

Eileen Rossow 278-4391
Susan Walker 278-4193

Travel Expense Report Processing:

Susan Walker 278-4193

Treasurer's Office Staff

Final Approval of TE documents & Distribution of Advance Checks

278-4036 or 278-4040

Treasurer's Office

Main Phone Number 278-4033