

1969 Assembly Bill 610

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CHAPTER 498, LAWS OF 1969

AN ACT to repeal 16.53 (1) (c) 3 and 5; to amend 16.53 (1) (c) 7, (ca) and (cm), 20.916 (1), 341.14 (3) and 341.26 (2m) (a); and to create 16.535 and 20.916 (7) of the statutes, relating to reimbursement of travel expenses of state employes.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 16.53 (1) (c) 3 and 5 of the statutes are repealed.

SECTION 2. 16.53 (1) (c) 7, (ca) and (cm) of the statutes are amended to read:

16.53 (1) (c) 7. Exclude *out-of-state expenses of an officer or employe of any state department or institution* except upon the order of the governor items of expenditure for expenses of more than one officer or employe of any state department or institution thereof while attending any convention, association, society, business conference or meeting held outside the state. The governor may delegate the authority to approve items of expenditures for travel while attending meetings outside the state to his staff or to the department of administration. He may also head of that department or institution. The department or institution head may determine whether such requests shall be made on an individual basis or by means of periodic reports from the several departments of the state individually or periodically. The governor may also require periodic reports on out of state travel made by the personnel of each state agency with such detail as he may desire. ~~Any auxiliary, allied or subordinate society, association or meeting held in connection with or as a part of or immediately preceding, during or immediately following the time of any convention, association, society or meeting shall for the purposes of this section be considered as one convention, association, society, business conference or meeting.~~ The governor, by executive order, may require his prior approval for out-of-state travel by members of any state department or institution of the executive branch.

(ca) All state departments shall diligently review and supervise the travel expenditures of their employes and are authorized to adopt reasonable rules governing such expenditures. *Each claim shall be approved by the employe's department head or his authorized representative. The approval shall represent the concurrence with the accuracy, necessity and reasonableness of each expense. Claims so approved shall be audited by the department of administration on a sample basis in accordance with accepted accounting standards.*

(cm) The head of a state agency may, by presenting proper vouchers to the department of administration, advance money for travel expenses to employes. Travel expenses shall be advanced only when the estimated expense is expected to exceed ~~\$100~~ \$50 and the advance shall not exceed ~~75%~~ 80% of the estimated expense. ~~The department of administration shall establish rules for administering this paragraph.~~

SECTION 3. 16.535 of the statutes is created to read:

16.535 REIMBURSEMENT FOR TRAVEL EXPENSES. (1) DEFINITIONS. In this section, unless the context otherwise requires:

(a) "Employe" means any officer or employe of the state and any legislator or board member entitled to actual, reasonable and necessary expenses.

(b) "Reasonable" means not extreme or excessive.

(2) LODGING. All reimbursement claims for lodging must be accompanied by a receipt.

(3) MEALS. Employes shall be reimbursed for all reasonable amounts expended for their own meals incurred in the performance of their official duties. Any department may establish maximum amounts to be expended for meals. Receipts for meals are not required except for any unusual amount, which must be accompanied by a receipt and full explanation of the reasonableness of such expense.

(4) SPECIAL ALLOWANCE EXPENSES. Employes shall be reimbursed for the following expenses when traveling on state business:

(a) For reasonable laundry, cleaning or pressing service, if away from home more than 3 days. Charges shall be limited to one cleaning, one pressing and one laundry charge per calendar week.

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(b) For tips for meals and taxis, at the maximum rate of 15% of the meal charge or taxi fare.

(c) For tips for portorage, not exceeding \$1 for each stay at a hotel or motel.

(5) **EXPENSES IN AN EMPLOYEE'S HEADQUARTER CITY.** Employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the head of the employee's agency. This does not apply to travel between an employee's residence and the city in which he is headquartered, which shall not be reimburseable.

(6) **TRANSPORTATION.** Employees shall be reimbursed for their actual transportation expenses when traveling in the performance of their official duties, subject to the following limitations:

(a) *Scheduled air travel.* Reimbursement for air travel shall be limited to the fare for the lowest jet class available. Only if other classes are not available or on the approval of the department head or his representative shall an employee travel first class. If no other class is available, the employee shall obtain a statement from the carrier that a lower class was not available. Employees shall submit tax exemption certificates when purchasing an airline ticket, and all reimbursement for air travel shall be at the tax exempt rate.

(b) *Train.* Travel by train shall be limited to coach unless overnight, where accommodations should be limited to roomette.

(c) *Reimbursement.* All claims for reimbursement of transportation expense, except for taxicabs and airport limousines, must be accompanied by a receipt.

(7) **APPROVAL.** Each voucher claim shall be approved by the head of the employee's department or agency or his delegated authority. Such approval shall represent concurrence with the necessity and reasonableness of each expense. Out-of-state travel and expenses in an employee's headquarter city must be approved by the head of the department or agency. Such approval shall accompany the travel voucher. The expense voucher shall be audited by the agency financial office and then submitted to the department of administration for final audit before payment.

SECTION 4. 20.916 (1) of the statutes is amended to read:

20.916 (1) State officers and employees shall be reimbursed for actual, reasonable and necessary traveling expenses incurred in the discharge of their duties *in accordance with s. 16.535.* The officers and employees of any state agency shall, when for reasons of economy or efficiency they are stationed at any other place than ~~the~~ *an* official location of such state agency, receive their actual and necessary traveling and other expenses when called to such official location for temporary service. ~~The members of state agencies who are entitled to expenses but not compensation, the members of state agencies who are entitled to a per diem for time actually spent in state service, and the members of state agencies who receive an honorarium, shall be entitled to travel and other expenses while attending meetings of such state agency held at the city of Madison; but no such traveling or other expenses shall be allowed to any such member of any state agency who actually resides in the city of Madison while attending any such meeting at said city.~~

SECTION 5. 20.916 (7) of the statutes is created to read:

20.916 (7) **USE OF STATE AUTOMOBILES.** A state employe assigned a state-owned automobile may use such automobile for personal use. The employe shall reimburse the state for such use at a rate which will cover all costs associated with the operation of the vehicle.

SECTION 6. 341.14 (3) of the statutes is amended to read:

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341.14 (3) Upon request therefor by the state or a county or municipality which is registering a vehicle owned by it and to be used in law enforcement work *or for operation under s. 20.916 (7)*, the department shall issue the same type of registration plate as it would issue for a privately-owned vehicle of the same type in lieu of the type of plate it ordinarily would issue for a vehicle owned by the state or by a county or municipality. This subsection does not affect the registration fee to be charged.

SECTION 7. 341.26 (2m) (a) of the statutes is amended to read:

341.26 (2m) (a) A fee of \$3 shall be paid to the department for the original issuance of a registration and license plates for any vehicle owned by this state or by any county or municipality of this state and operated exclusively, *except for operation under s. 20.916 (7)*, in the public service by such state, county or municipality. The registration shall be valid while the vehicle is owned and operated by the licensee.

Approved March 10, 1970.
