



**A. GENERAL INSTRUCTION**

1. This form is intended for NON-EMPLOYEES of state departments and attached boards.
2. Fill in via computer or print legibly using a black or blue pen.
3. After completing and signing the Expense Report, SUBMIT ORIGINAL to your supervisor/course organizer for signature. Retain one copy for your records.
4. Staple required receipts to the side of the Expense Report Receipts are required for lodging and other items identified in the Pocket Travel Guide. Receipts must be originals.

**CREDIT CARD SLIPS ARE NOT ALLOWED.**

**B. REQUIRED INFORMATION**

All applicable itinerary information must be completed, including claimant and supervisor signatures, as well as the following information:

- Organization number and name
- Claimant's name
- Claimant's home address

**C. MEALS, INCLUDING TIPS**

Record actual reasonable and necessary out-of-pocket expenses incurred for meals in the performance of official duties. The expense amount (including tax and tips) should not exceed maximum rates allowed.

**D. PERSONAL VEHICLE USE**

1. Record roundtrip mileage between starting point and destination.
2. Mileage should be claimed at the amount shown in the Pocket Travel Guide.\*

\* See Pocket Travel Guide for a summarization of the State's travel guidelines and allowable maximums.

**MEAL REIMBURSEMENT RATES – Effective July 1, 2013****In State**

Breakfast	\$8	(leave before 6 a.m.)
Lunch	\$10	(leave after 10:30 a.m. and return after 2:30 p.m.)
Dinner	\$20	(home/headquarter's city after 7 p.m.)

**Out of State**

Breakfast	\$10	(leave before 6 a.m.)
Lunch	\$15	(leave after 10:30 a.m. and return after 2:30 a.m.)
Dinner	\$25	(home/headquarter's city after 7 p.m.)

**LODGING RATES**

**In State**      \$82

**Milwaukee, Racine, and Waukesha**      \$90