



DOA Travel Manual

This handbook is intended for use by DOA employees and employees of agencies attached to DOA for administrative purposes under s.15.03. This document represents agency policies and procedures, not enterprise policies

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Purpose

This document outlines the policies and procedures for processing travel expenses for DOA, DOA supported agency employees, and non-state employees. It provides definitions of roles, detailed explanations of expense types, links to job aids, and secondary source material.

Policy

1. The Department of Administration (DOA) requires a uniform record of all travel costs to conform to state travel policies and achieve equity in travel reimbursement to its employees and attached agencies. These rules and policies are based on the State Controller's Office policy, the DOA Division of Personnel Management (DPM) Uniform Travel Schedule Amounts (UTSA), state statutes, and DOA policies.
2. As Defined in the Departments Cooperative Agreement, DOA Bureau of Financial Management is the delegated pre-auditor for all DOA and attached agency expense reports.
3. STAR (PeopleSoft) is the agency's system for processing all state employee travel expense vouchers. The employee creates an expense report in STAR, and it is approved by the employee's HR supervisor. Expenses claimed in the STAR Expense Module must be entered and documented so those reviewing the claim can evaluate the claims for compliance with all applicable policies. HR supervisors, Prepay auditors and external auditors all should be able to understand the expense report and associated documentation entirely without additional external input or context.
4. Expenses with the same business purpose can be submitted on one report for expense dates within the same month. Expenses with different business purposes within the same month require separate reports. Expense reports should not contain dates in more than one month.
5. Employee travel expense reimbursements are paid through the payroll system on the employee's paycheck. Payment through the payroll system allows calculation of required withholdings for items that are considered taxable.
6. Non-state employee travel is not processed through the STAR Expense Module. Non-state employees will claim expenses on the [Non-State Employee Travel Voucher expense form \(DOA-5276\)](#). The expenses will be reimbursed via payment request (direct charge) in the STAR Accounts Payable Module. For travel expenses incurred by travelers not set up as a supplier within STAR, please email [DOA BFM Travel Claims](#) for further information on expense reimbursement.

Role Definitions

Expense Employee - Enters/modifies expense reports in STAR for themselves, receives payment for expenses approved by their HR supervisor and the Prepay auditor.

HR Supervisor - Employee supervisor to whom the expense report is first routed to in STAR for review and approval. The HR Supervisor reviews the expense report for accuracy, business purpose and compliance with the UTSA and applicable policies. Reviews accounting and runs budget check if necessary. Either approves the report which then moves to the Prepay auditor or sends back the report for editing by the Expense Employee or Delegated User.

Prepay Auditor - Pre-audits expense reports submitted by Expense Employee or Delegated User that have been approved by the HR supervisor. The Prepay Auditor reviews the report for compliance with the UTSA and applicable policies and approves, sends back or denies expense reports as appropriate.

Delegated User - Enters/modifies expense reports in STAR on behalf of another employee or board member.

Non-State employee - Either submits travel expenses via DOA 5276 Non-State Employee Travel or has a delegated user to enter reports on their behalf.

Business Process

For any assistance with the business processes described herein, please email DOABFMTRAVELCLAIMS@WISCONSIN.GOV

Expense Reporter/Delegated User

1. The Expense Employee or Delegated User navigates to the [STAR Expense module](#).
2. The Expense Employee or Delegated User follows the steps in [STAR Job aid Create and Expense Report V9](#).
3. Refer to the [Expense Types Reporting Guide](#) for information of what is required for each expense type. Required receipts and other documentation must be uploaded to the Expense Report in STAR.
4. When all required steps are completed, submit the expense report.

HR Supervisor

1. The HR Supervisor should receive a system generated email that an expense report is awaiting their review.
2. The HR Supervisor should follow the [Alternative Expense Approval Job Aid](#).
3. The HR Supervisor is responsible for reviewing expense reports for:
 - a. Appropriateness of the expense/travel
 - b. Attachment of original receipts
 - c. Accuracy of chartfield values
4. Budget Check runs in an automated batch process hourly. If the report has not yet been budget checked, the supervisor will be prompted to run budget check on the report prior to approval.
 - a. If budget errors exist, contact the assigned accountant to assist in resolution or email DOABFMTRAVELCLAIMS@WISCONSIN.GOV.

5. The HR supervisor may approve, send back or deny an expense report. An expense report should not be placed on hold. Any comments entered by the supervisor are retained in STAR. The supervisor cannot edit any items aside from the accounting date, any issues that need to be addressed should be sent back to the Expense reporter.
 - **Approved** the expense report will move on to the Prepay auditor.
 - **Send Back** the expense report will be returned to the employee for correction. A message should be included detailing the reason(s) the report is being sent back.
 - **Deny** The expense report will be closed, the employee will not be able to further modify the existing report. A message should be included detailing the reason(s) the report is being denied.

Prepay auditor

1. The Prepay auditors are assigned reports for pre-audit by the General Accounting Manager.
2. The Prepay auditor should follow the [Alternative Expense Approval Job Aid](#).
3. The Prepay auditor is responsible for reviewing expense reports for:
 - a. Adherence to DPM Uniform Travel Schedule Amounts guidelines, state statutes and departmental guides and policies
 - b. Correctness of the expense type chosen
 - c. Accuracy of date fields
 - d. Addresses provided for audit of all mileage claims
 - e. Inclusion of all required receipts and attachments
4. The Prepay auditor may, with the approval of General Accounting managers, make changes to the expense report. These changes should never increase the amount paid in the expense report. Most changes should be sent back to the employee for updating and supervisor review.
5. The Prepay auditor may approve, send back or deny an expense report. Expense reports should not be put on hold.

Approved the expense report will be staged for payment. The approved amount will appear on the employee paycheck.

Send Back the expense report will be returned to the employee for correction. A message should be included detailing the reason(s) the report is being sent back. An email should be sent if attachments or detailed assistance is needed.

Deny The expense report will be closed, the employee will not be able to further modify the existing report. A message should be included detailing the reason(s) the report is being denied.

Non-State Employee

1. Board members of the Kickapoo Reserve Management Board and the Board for People with Developmental Disabilities should enter expense claims through the Expense module. A delegated user can submit the board member's expense reports following the [Expense Reporter/Delegated User](#) business process.

2. All other Non-State employees must be set up as vendors in STAR Finance. Non-State employees will complete form [DOA-5276 Non-State Employee Travel Voucher](#) to document reimbursable expenses and program staff will submit via Accounts Payable according to the process below:
 - a. The Non-State employee fills out and signs the DOA-5276 and provides it to the program area they work with.
 - b. The program area reviews the completed and signed DOA-5276.
 - i. If there are issues, they work with the Non-State employee to correct.
 - ii. If there are no issues, the program area employee signs the DOA-5276 (row 51).
 - c. The program area employee follows the appropriate Accounts Payable process in STAR and uploads the DOA-5276 to the [Accounts Payable SharePoint](#)
 - d. DOA BFM Accounts Payable employees review the DOA 5276, following AP pre-audit guidelines and reviewing for UTSA compliance.
 - e. The travel reimbursement amount approved will pay according to the terms of the voucher, invoice date and via the method associated with the vendor location chosen.

Headquarter City Expenses

An employee's Headquarter is their assigned work location. The Headquarter location is set by the appointing authority and is visible in STAR to expense auditors. The employee headquarter may be a State owned or rented facility, or a remote location such as their home.

Headquarter location is used to determine if an employee is in travel status, the correct mileage expense types and the amount of reimbursable mileage, if meals are reimbursable and more.

The Headquarters city is the area within the city, town or village limits and the area within a radius of 15 miles as defined by UTSA 1.04. Employees are not reimbursed for expenses withing their Headquarters city without approval of the appointing authority or designee.

Appointing authority or designee approval should be attached to any expense report with Headquarter city expense reimbursements.

***For DOA employees only**, headquarter city expenses for parking and mileage have been approved by the Office of the Secretary and do not require separate documentation to be attached.

60 Day Tax Penalty

Employees that do not **initially submit** their expense report within 60 days of the expense date must convert non-taxable expense reimbursements to taxable income. For assistance with this process, please email DOABFMTRAVELCLAIMS@WISCONSIN.GOV or follow the 60 Day Tax penalty job aid.

[60 Day Tax "Penalty" on Expense Report Job Aid](#)

From the Wisconsin accounting manual:

'The IRS requires travel expense reimbursements to be made under an "Accountable Plan" in order to be tax exempt. One of the requirements of an Accountable Plan is that an employee has to claim their expenses within a reasonable period of time. The IRS has indicated that claims within 60 days of incurring the expense qualify as a reasonable period of time.claims not filled within 60 days of the expense being incurred should be considered a reimbursement under a Non-Accountable Plan and treated as a taxable reimbursement.'

Expense Type Requirements

[Expense Report Documentation Guide](#)

Frequently Asked Questions

Additional Resources & STAR Job Aids

Send your Travel and Expense related questions to: DOABFMTRAVELCLAIMS@WISCONSIN.GOV

[STAR FINANCE](#)

[STAR Job aid Create and Expense Report V9](#)

[Alternative Expense Approval Job Aid](#)

[60 Day Tax "Penalty" on Expense Report Job Aid](#)

[DOA-5276 Non-State Employee Travel Voucher](#)

[Wisconsin Accounting Manual Employee Travel](#)

[Compensation Plan Section F - UTSA](#)

[DPM-0649-CC/TSA 'Maximum Reimbursement for Lodging in High Cost out of State Cities' 9/25](#)

[Wisconsin Accounting Manual 06-07](#)

[Wisconsin Accounting Manual 06-03](#)

DOA EMPLOYEE RESOURCES

Only employees with DOA emails can access these materials. Attached agency employees should reach out to DOABFMTRAVELCLAIMS@WISCONSIN.GOV for assistance.

[Assigned accountant](#)

[Chart of Accounts](#)