This manual is to be used by DOA employees and employees of agencies that are attached for limited administrative purposes under s.15.03. This document represents agency policies and procedures and not enterprise policies.

Travel Manual

Date Modified: 4/10/2020
Version 4.0
Author: Bureau of Financial Management

Table of Contents

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. 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 so those reviewing the claim can determine whether they are in compliance with reimbursement rules. Please note that no more than one month's worth of expenses should be submitted on an expense report.
3. 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.
4. 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-6107E). The expenses will be reimbursed via payment request (direct charge) in the STAR Accounts Payable Module. For travel expenses incurred by travelers not set as a supplier within STAR, please email DOA BFM Travel Claims for further information on expense reimbursement.

Role Definitions

User Role Name	Role Description
Expense Employee	Enters/modifies expense reports
Assigned Proxy	Enters/modifies expense reports on behalf of another employee
Expense Approver	Audits and approves expense reports

Business Process

Employee

1. Employee creates expense report in STAR.

    A. A separate travel reimbursement expense voucher is needed for each business purpose that the employee had during the claim period.

    B. Refer to the Expense Type Requirements section for information on what is required for each expense type. *Please note, Out-of-State Travel Authorization forms are only required for DOA employees.*

    C. Review chartfield to ensure proper coding is used for each expense line.

2. Receipts must be scanned and attached/uploaded in STAR. Per instructions below, when receipts are required, they need to be sent to BFM for audit and retention as the original record.

3. When original receipts and/or an Out-of-State Travel Authorization are required, attach them to the print-out of the finalized expense report and send via interdepartmental or US mail to:

    Department of Administration

    Bureau of Financial Management - Travel

    PO Box 7869

    Madison, WI 53703

Employee HR Supervisor

1. The employee HR supervisor will receive an email notification that an expense report is awaiting approval.

2. The supervisor is responsible for reviewing expense reports for:

    A. Appropriateness of the expense/travel

    B. Attachment of original receipts

    C. Accuracy of chartfield values

3. Budget check will run in an automated batch process hourly each day on expense reports that are submitted for approval.

    A. If errors occur, contact your assigned accountant.

4. The employee HR supervisor may approve, send back, put on hold, or deny an expense report.

    Approved: The expense report will move on to the pre-pay auditor.

Send Back: The expense report will be returned to the employee for correction. The supervisor will need to add a comment indicating what corrections need to be made.

Hold: The supervisor may resolve pending issues before approving.

Deny: The expense report will be closed. The employee will not be able to further modify the existing report and would need to create a new report for these expense.

Pre-pay Auditor (BFM)

1. The pre-pay auditor will receive an email notification that an expense report is awaiting approval.
2. The pre-pay auditor is responsible for reviewing expense reports for:

   A. Adherence to DPM Uniform Travel Schedule Amounts (UTSA) guidelines, state statutes, and departmental guidelines

   B. Accuracy of chartfield values

   C. Receipt of required supporting documentation

   D. Attachments/receipt of the Out-of-State Travel Authorization, if required
3. The pre-pay auditor may approve, send back, put on hold, or deny an expense report.

Non-State Employee

1. Non-state employees will claim travel expenses on the Non-State Employee Travel Voucher Expense Form. Original receipts will be attached as necessary. The request will be submitted to the program area approver.
2. The approver will submit the travel expense report to the program area payment processor to create a payment request (direct charge) in STAR following the AP Payment Request Business Process. For travel expenses incurred by travelers not in the STAR supplier files, please email DOA BFM Travel Claims for further information on expense reimbursement.
3. The program area payment processor will send the travel expense report with the payment request number and attached receipts and documentation via interdepartmental or US mail to:

   Department of Administration

   Bureau of Financial Management

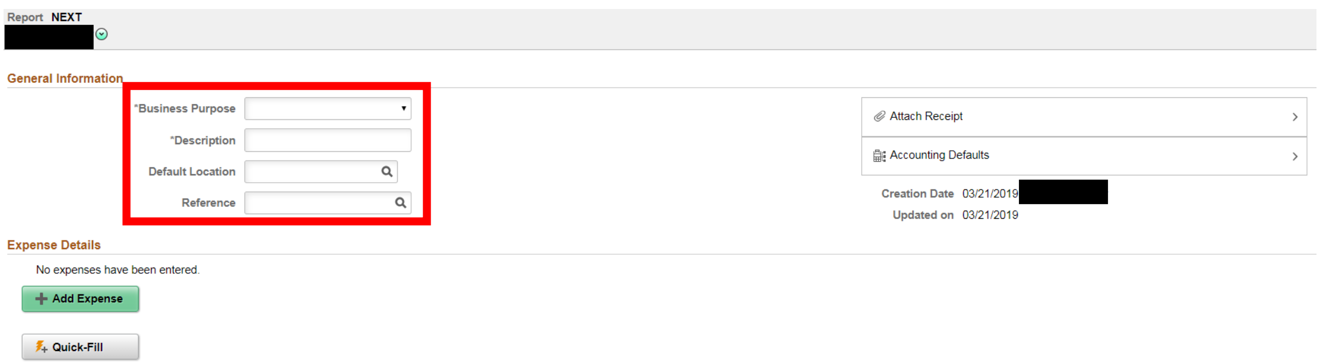
   PO Box 7869

   Madison, WI 53703
4. BFM will process the payment request (direct charge) and payment will be issued to the traveler.

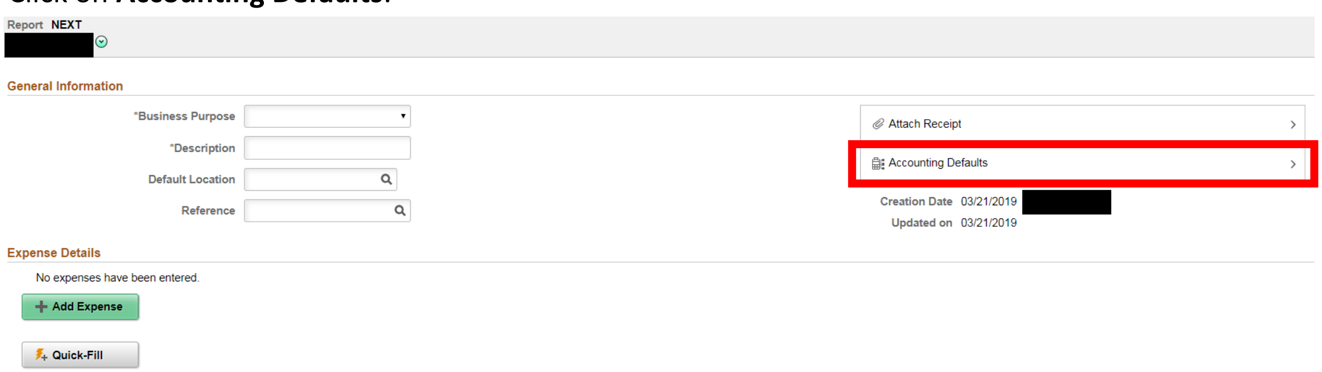
Job Aid: Creating an Expense Report

Summary: This document provides a step-by-step guide to create and submit an expense report in STAR.

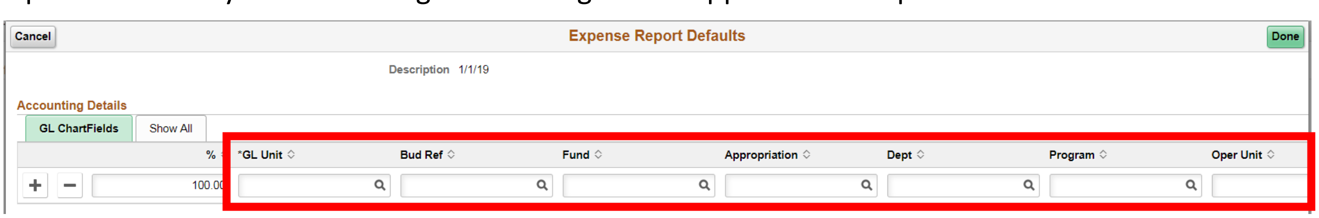
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Login to STAR using your IAM username and password (https://starfin.wi.gov)</td></tr>
<tr><td>2.</td><td>Navigate to the Create/Modify Expense Report page: FSCM Employee Self-Service > Travel and Expenses > Create Expense Report</td></tr>
<tr><td>3.</td><td>Select a Business Purpose from the dropdown menu. Fill out the Description, Reference, and Default Location fields. Select the nearest location if exact location does not exist.



</td></tr>
<tr><td>4.</td><td>Click on Accounting Defaults.



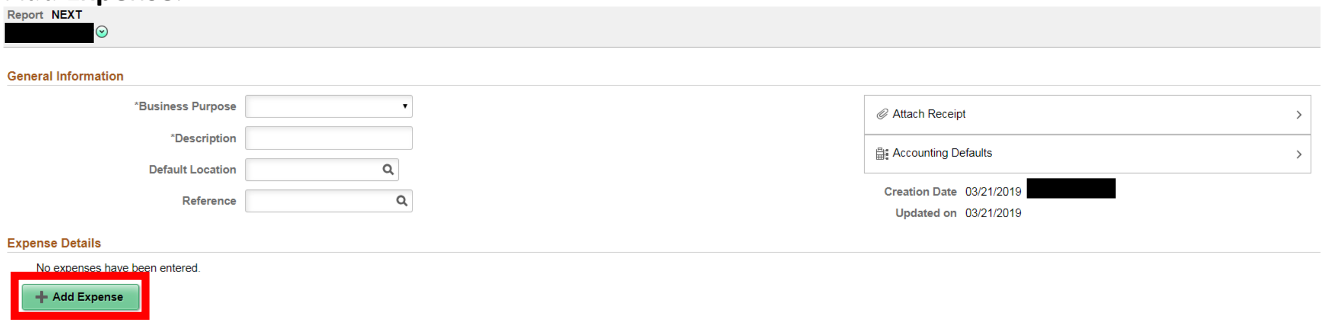
</td></tr>
<tr><td>5.</td><td>Update and verify correct coding. This coding will be applied to all expense lines.



</td></tr>
</table>

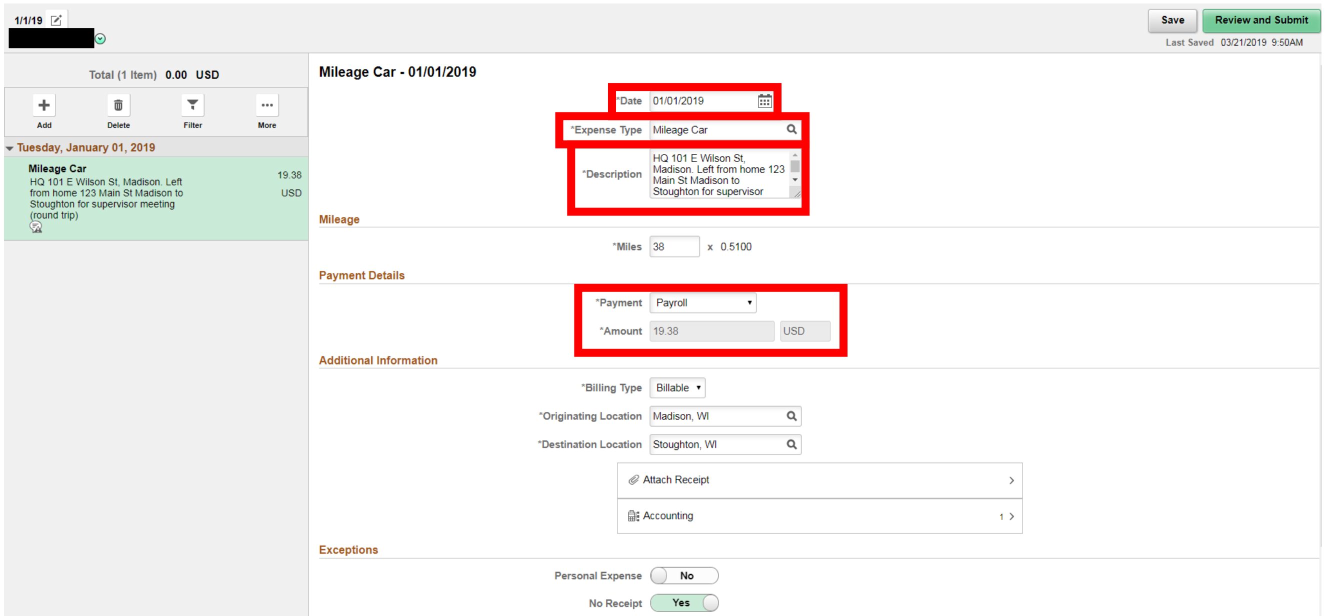
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>

Add **Expense**.



</td></tr>
<tr><td>7.</td><td>

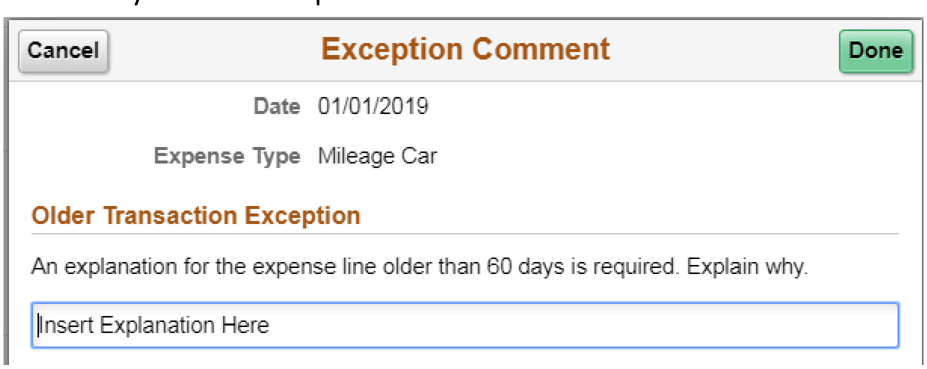
Fill out Date, [Expense Type](), Description, Payment Type (<u>ALWAYS</u> choose Payroll), and amount fields. If your Expense Type requires additional fields or attachments, please fill them out/add them as well.



</td></tr>
<tr><td>8.</td><td>

For Transactions 60 Days or older: Add justification in Exception Comments. (This field is a requirement for expenses older than 60 days.) Please note that if your report becomes over 60 days old after it has been resubmitted for changes, you do not need to add the tax penalty. When prompted by STAR put “Originally submitted within 60 days.” into the comment box.

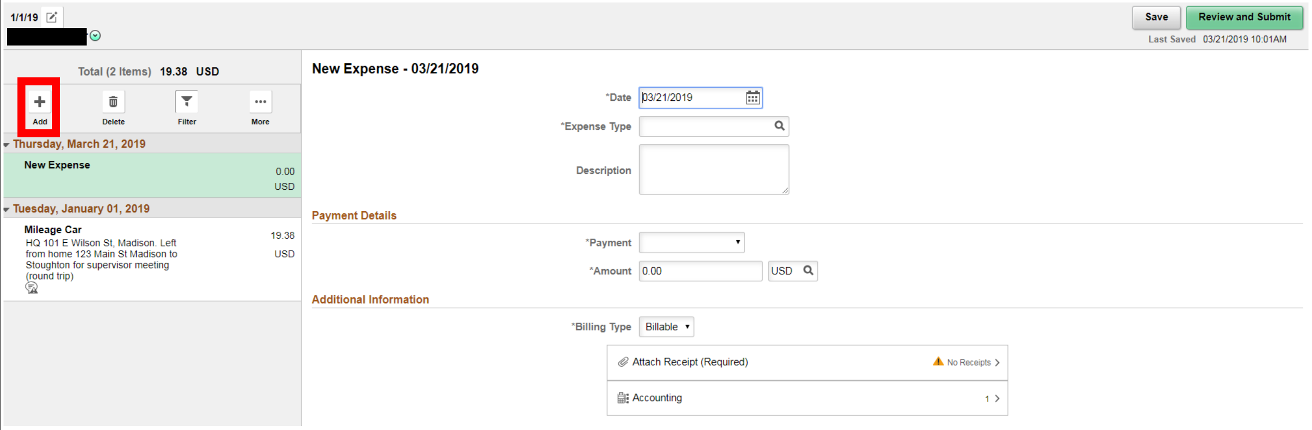
[Please see job aid on page 12]() for how to add the tax penalty lines if your expense report was originally submitted 60 days after the expense was incurred.



</td></tr>
</table>

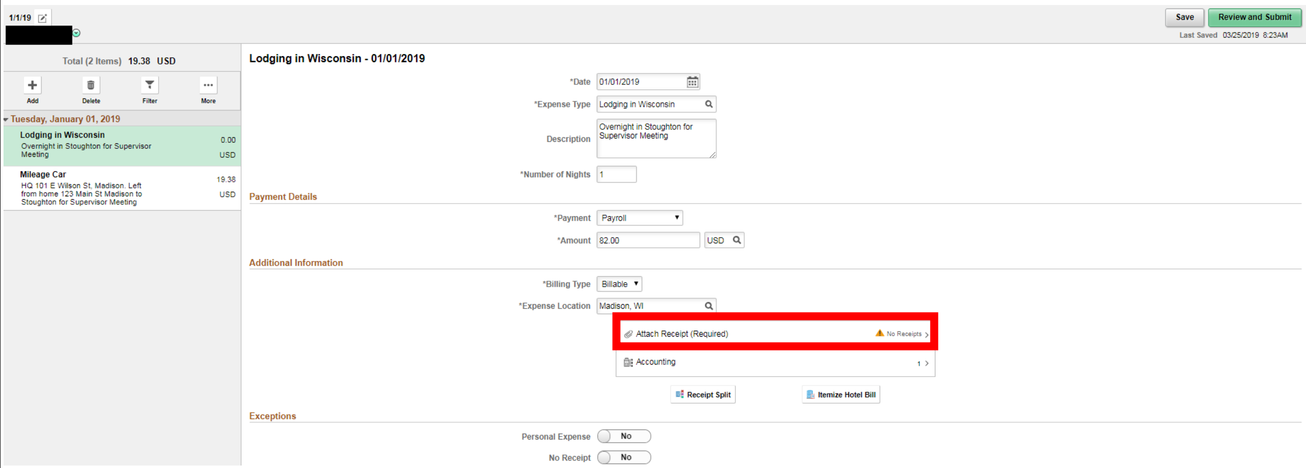
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>

Optional: If your report has multiple expenses, add additional lines and repeat steps 6-8 for each one. To add a line select the plus symbol to the upper left of the screen.

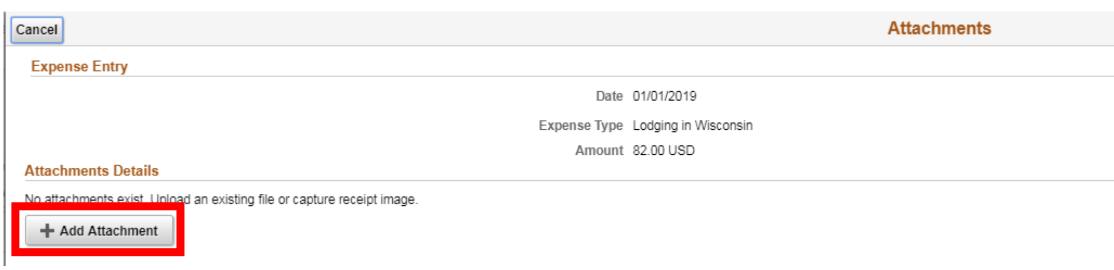


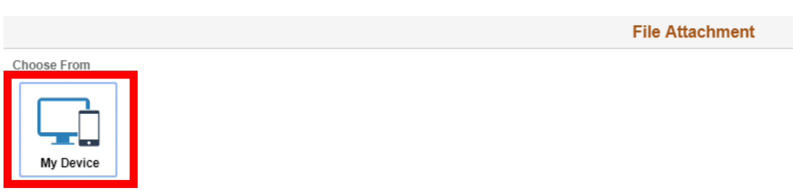
</td></tr>
<tr><td>10.</td><td>

For expenses that require receipts, a small yield sign will appear in the Attach Receipt section.



Select **Add Attachment** and **My Device**.



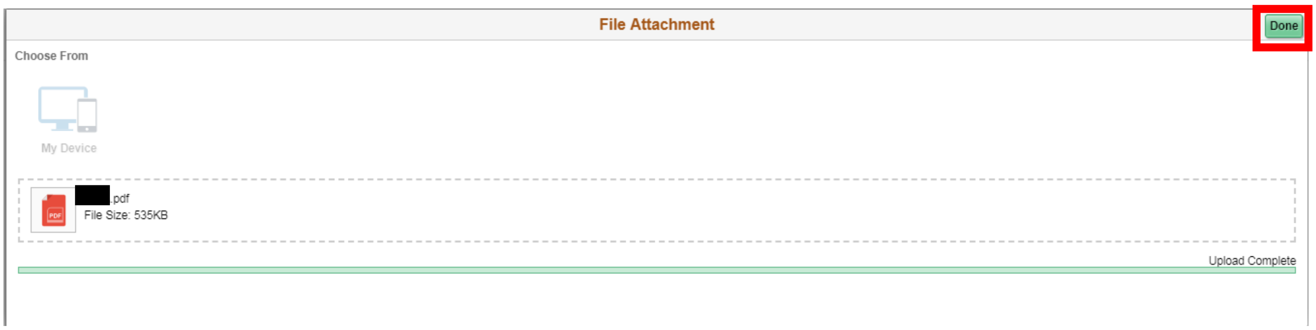


(Step 10 continued on next page)

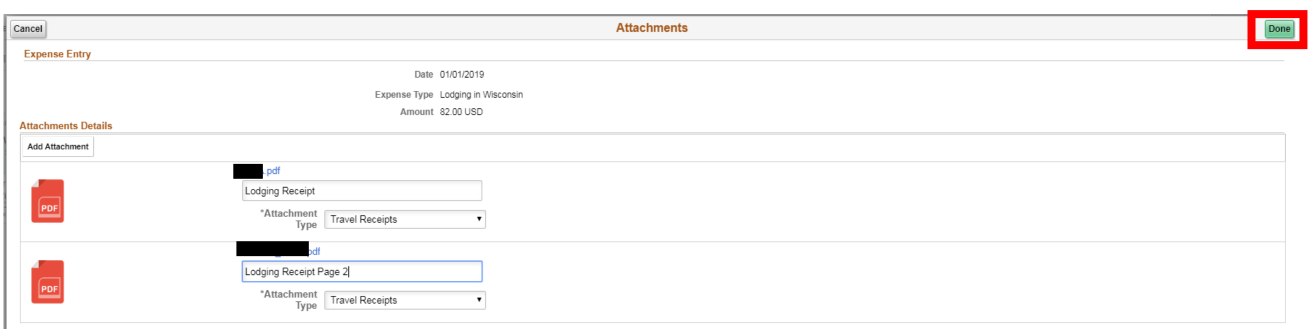
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>

Select the document you want to upload. Then select **Upload**, and then **Done**.

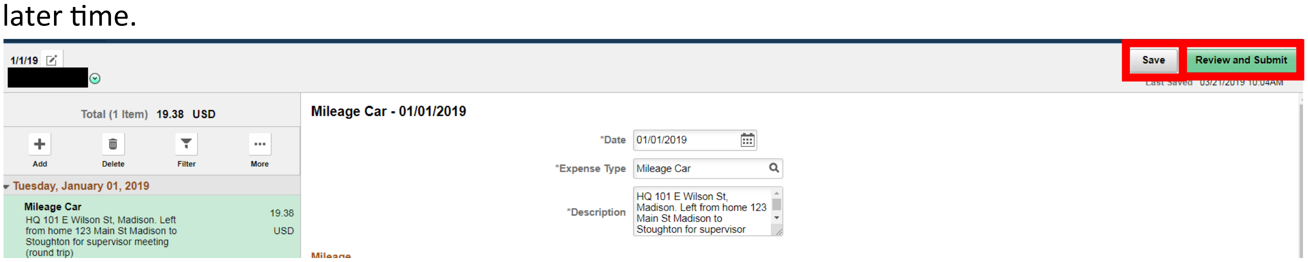


Add descriptions for your attachments and select the attachment type from the drop down. Then select **Done**.



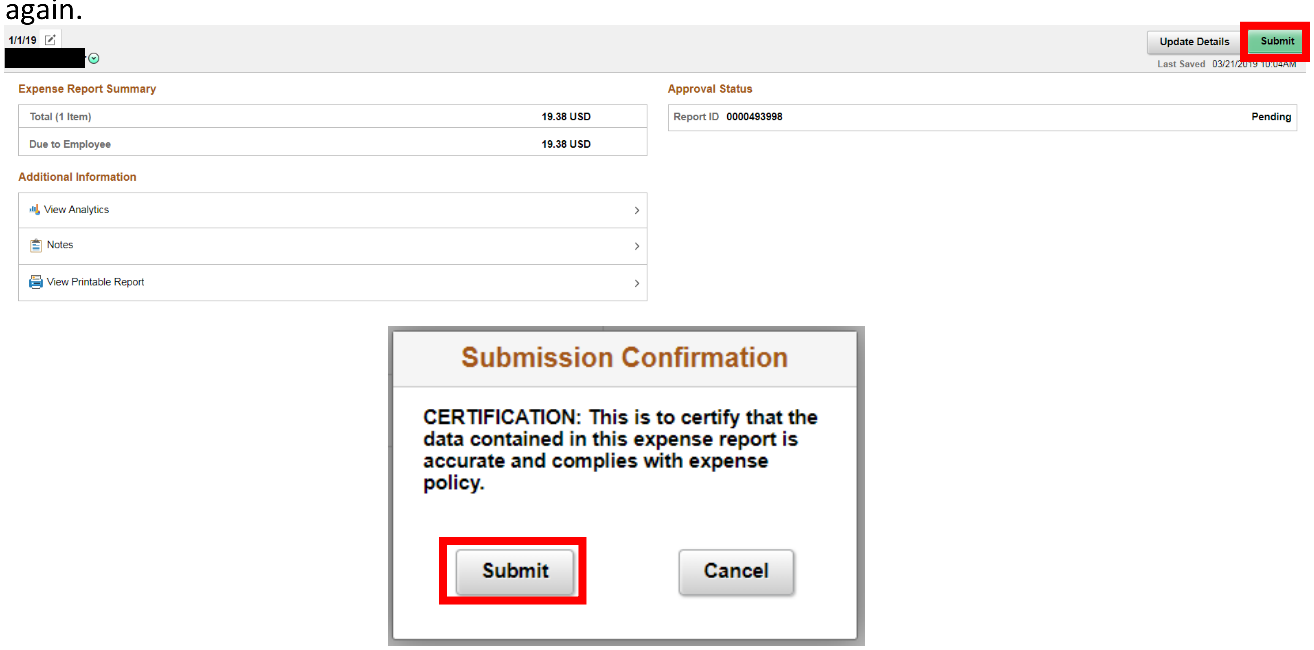
</td></tr>
<tr><td>11.</td><td>

After you have finished entering expenses either select **Review and Submit**. Only select **Review and Submit** if you have completed all expense lines. Save can be used to finish entering expenses at a later time.

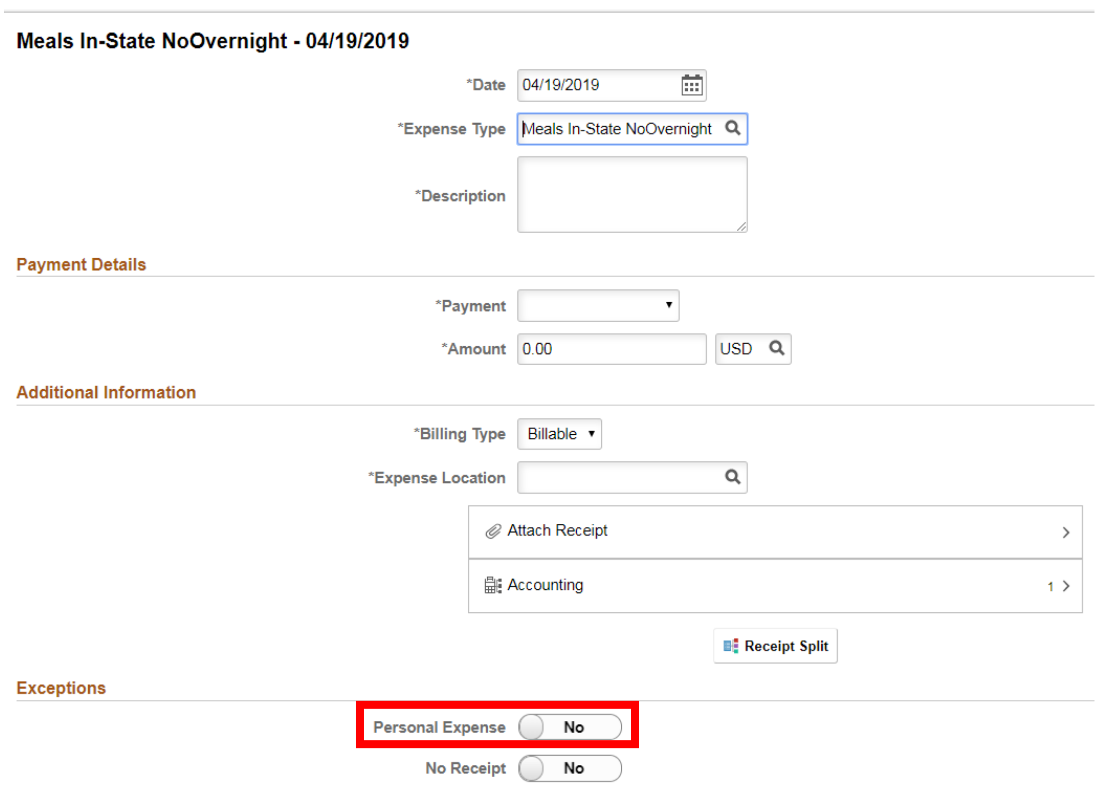


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12.</td><td>If you choose to submit, select Review and Submit. Then select Submit, and then select Submit again.



</td></tr>
<tr><td>13.</td><td>NOTE: At the bottom of each expense line, there is an option to select whether or not the expense is a Personal Expense. Make sure it is always set to No. If set to Yes, the expense will be set as non-reimbursable, and the expense will not be paid out to the traveler.

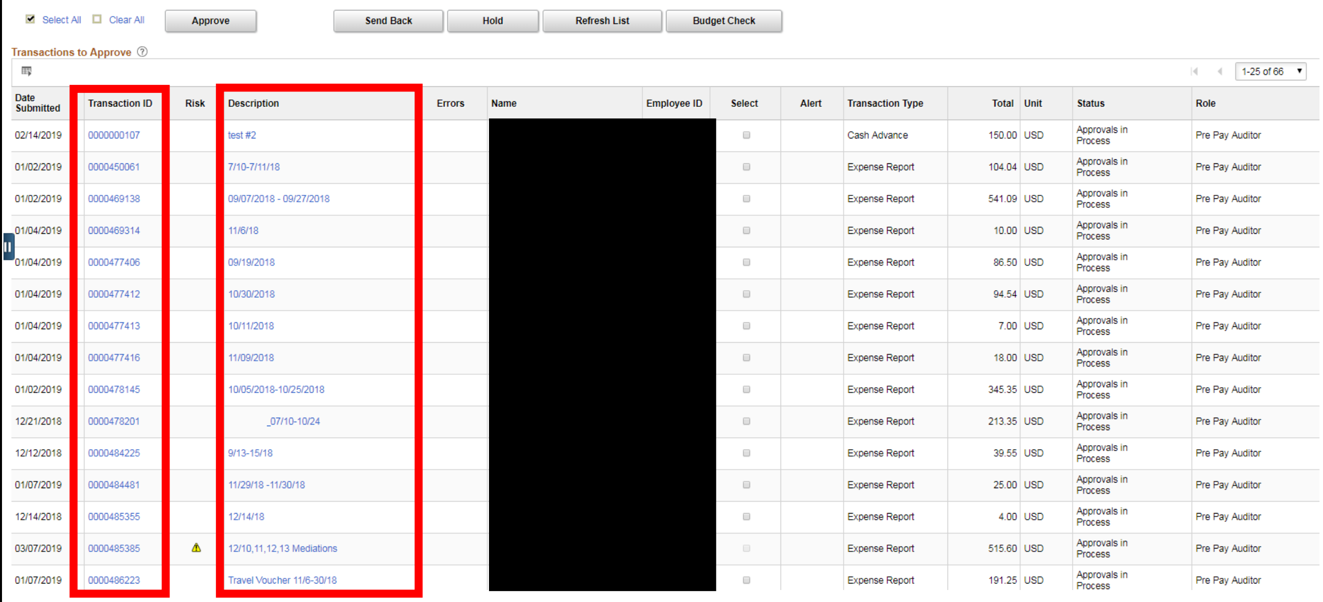


</td></tr>
</table>

Job Aid: Approving an Expense Report

Summary: This document provides a step-by-step guide to approving an expense report in STAR.

Step	Action
1.	Login to STAR using your IAM username and password (https://starfin.wi.gov)
2.	Navigate to Approve Transactions: **FSCM Employee Self-Service > STAR Approvals > Expense Approvals**
3.	Find the expense report you are going to approve. Select it by clicking on either the description or transaction ID.



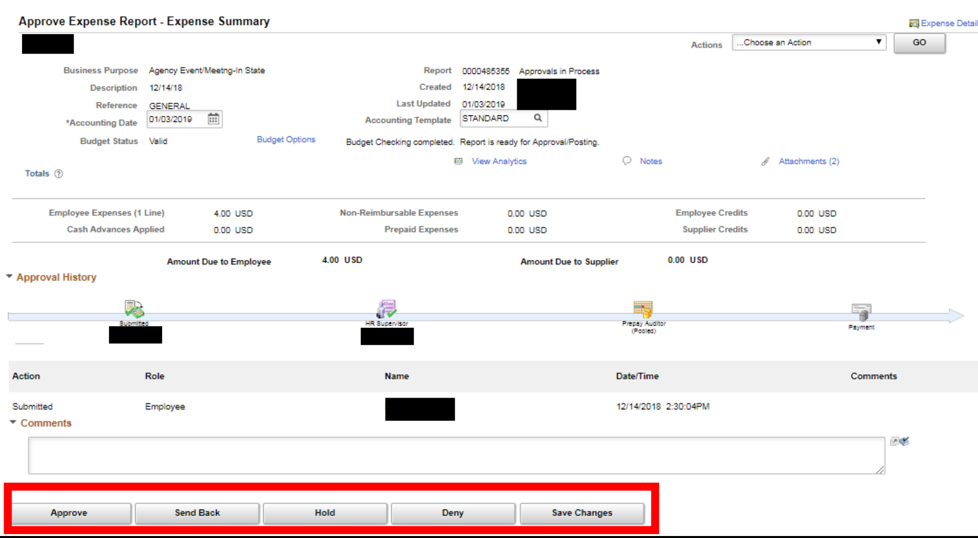
Select All | Clear All | Approve | Send Back | Hold | Refresh List | Budget Check

Transactions to Approve

1-25 of 66

Date Submitted	Transaction ID	Risk	Description	Errors	Name	Employee ID	Select	Alert	Transaction Type	Total	Unit	Status	Role
02/14/2019	0000000107		test #2		[redacted]	[redacted]			Cash Advance	150.00	USD	Approvals in Process	Pre Pay Auditor
01/02/2019	0000450061		7/10-7/11/18		[redacted]	[redacted]			Expense Report	104.04	USD	Approvals in Process	Pre Pay Auditor
01/02/2019	0000469138		09/07/2018 - 09/27/2018		[redacted]	[redacted]			Expense Report	541.09	USD	Approvals in Process	Pre Pay Auditor
01/04/2019	0000469314		11/6/18		[redacted]	[redacted]			Expense Report	10.00	USD	Approvals in Process	Pre Pay Auditor
01/04/2019	0000477406		09/19/2018		[redacted]	[redacted]			Expense Report	86.50	USD	Approvals in Process	Pre Pay Auditor
01/04/2019	0000477412		10/30/2018		[redacted]	[redacted]			Expense Report	94.54	USD	Approvals in Process	Pre Pay Auditor
01/04/2019	0000477413		10/11/2018		[redacted]	[redacted]			Expense Report	7.00	USD	Approvals in Process	Pre Pay Auditor
01/04/2019	0000477416		11/09/2018		[redacted]	[redacted]			Expense Report	18.00	USD	Approvals in Process	Pre Pay Auditor
01/02/2019	0000478145		10/05/2018-10/25/2018		[redacted]	[redacted]			Expense Report	345.35	USD	Approvals in Process	Pre Pay Auditor
12/21/2018	0000478201		_07/10-10/24		[redacted]	[redacted]			Expense Report	213.35	USD	Approvals in Process	Pre Pay Auditor
12/12/2018	0000484225		9/13-15/18		[redacted]	[redacted]			Expense Report	39.55	USD	Approvals in Process	Pre Pay Auditor
01/07/2019	0000484481		11/29/18 -11/30/18		[redacted]	[redacted]			Expense Report	25.00	USD	Approvals in Process	Pre Pay Auditor
12/14/2018	0000485355		12/14/18		[redacted]	[redacted]			Expense Report	4.00	USD	Approvals in Process	Pre Pay Auditor
03/07/2019	0000485385	⚠	12/10,11,12,13 Mediations		[redacted]	[redacted]			Expense Report	515.60	USD	Approvals in Process	Pre Pay Auditor
01/07/2019	0000486223		Travel Voucher 11/6-30/18		[redacted]	[redacted]			Expense Report	191.25	USD	Approvals in Process	Pre Pay Auditor

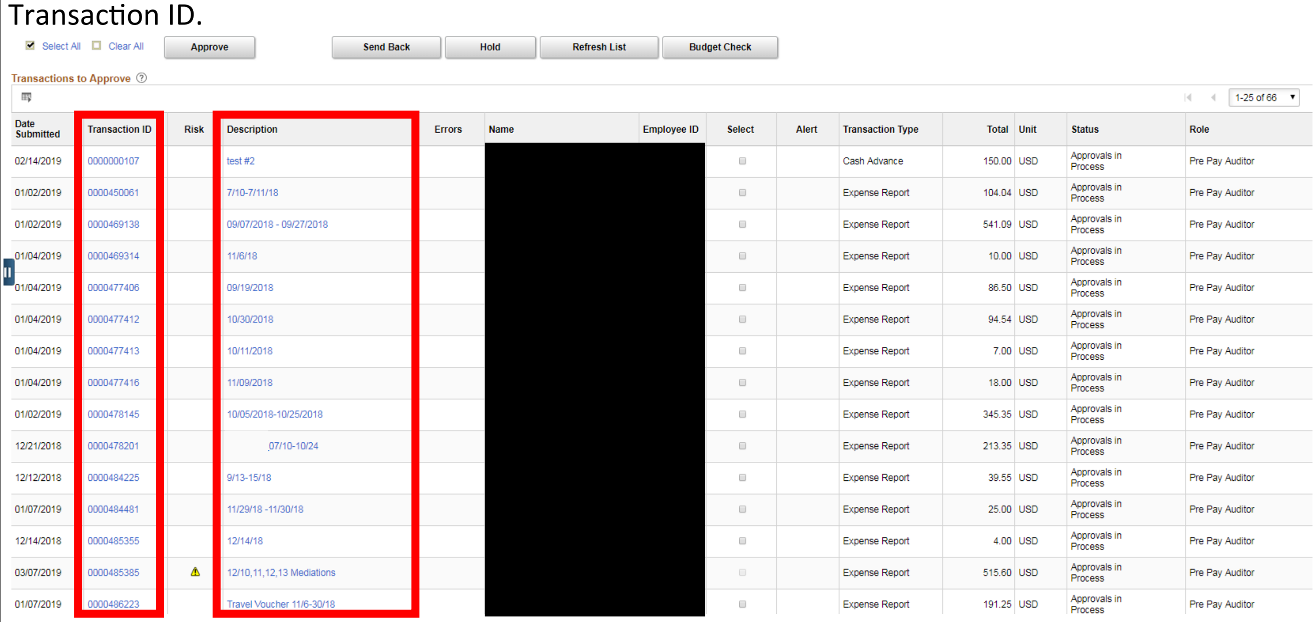
Step	Action
4.	Review the expense report for the appropriateness of expenses.
5.	The Supervisor should **Approve**, **Send Back**, **Hold**, or **Deny** the report based on results of step 4.

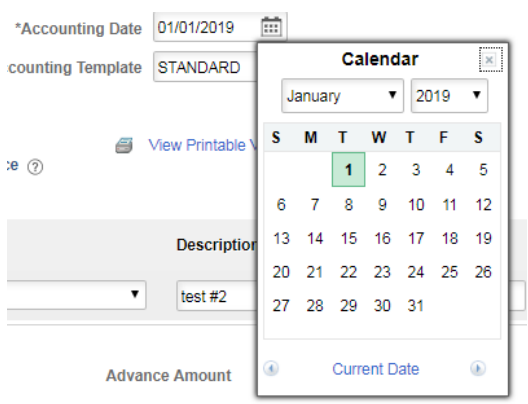


Job Aid:

Updating Expense Report Accounting Dates

Summary: Accounting periods close at the end of each month. At the beginning of a new month you will receive an error if you try to submit an expense report in a closed period. This document provides a step-by-step guide to correct that error. This update must be completed by Employee HR Supervisor.

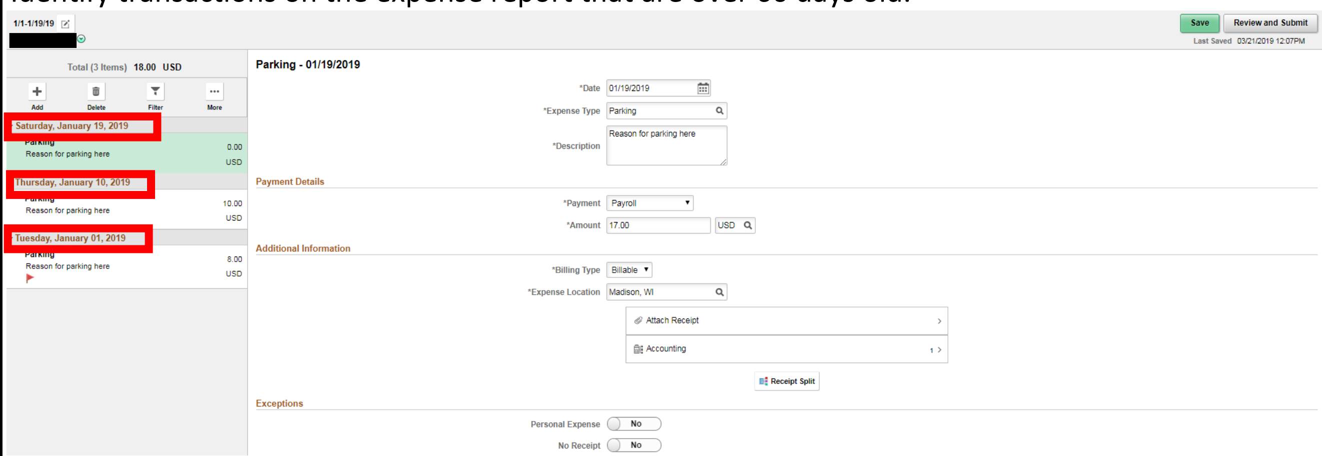
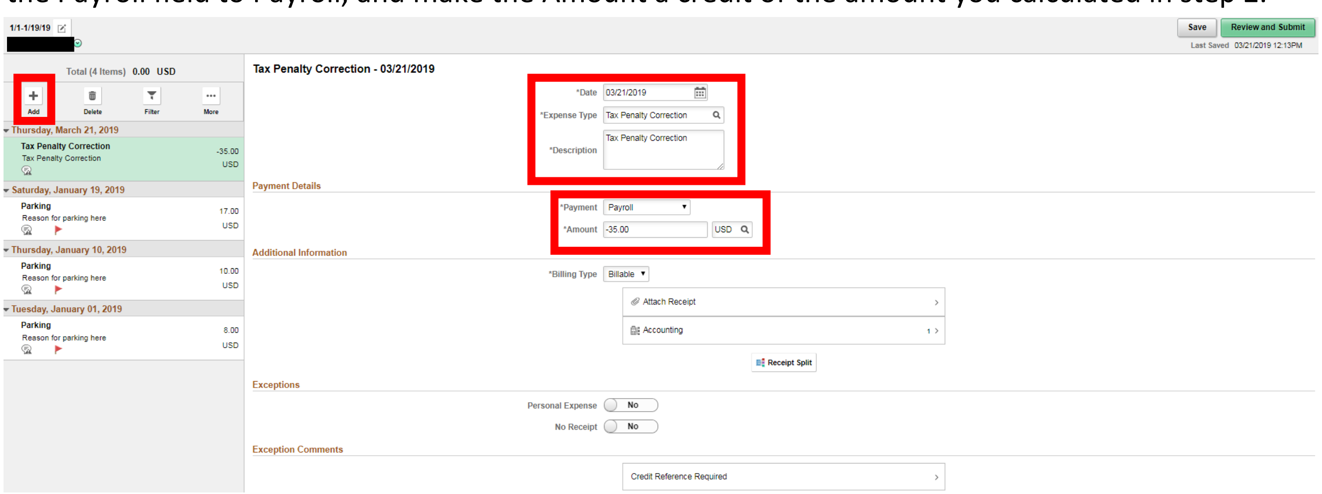
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Login to STAR using your IAM username and password (https://starfin.wi.gov)</td></tr>
<tr><td>2.</td><td>Navigate to the Approve Transactions page: FSCM Employee Self-Service > STAR Approvals > Expense Approvals</td></tr>
<tr><td>3.</td><td>Find the expense report you are going to update. Select it by clicking on either the Description or Transaction ID.


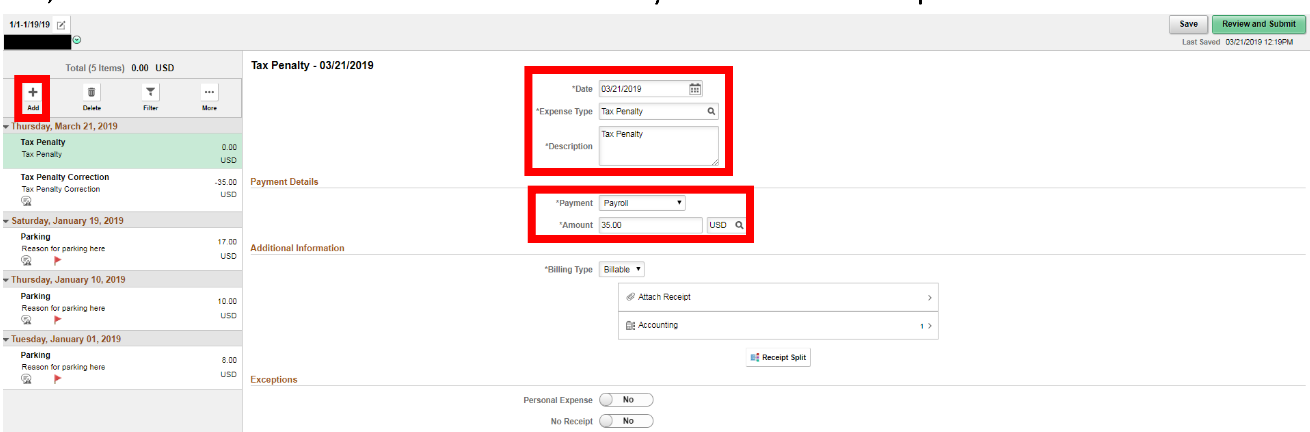
<table>
<tr><th>Date Submitted</th><th>Transaction ID</th><th>Risk</th><th>Description</th><th>Errors</th><th>Name</th><th>Employee ID</th><th>Select</th><th>Alert</th><th>Transaction Type</th><th>Total</th><th>Unit</th><th>Status</th><th>Role</th></tr>
<tr><td>02/14/2019</td><td>0000000107</td><td></td><td>test #2</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Cash Advance</td><td>150.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/02/2019</td><td>0000450061</td><td></td><td>7/10-7/11/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>104.04</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/02/2019</td><td>0000469138</td><td></td><td>09/07/2018 - 09/27/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>541.09</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/04/2019</td><td>0000469314</td><td></td><td>11/6/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>10.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/04/2019</td><td>0000477406</td><td></td><td>09/19/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>86.50</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/04/2019</td><td>0000477412</td><td></td><td>10/30/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>94.54</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/04/2019</td><td>0000477413</td><td></td><td>10/11/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>7.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/04/2019</td><td>0000477416</td><td></td><td>11/09/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>18.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/02/2019</td><td>0000478145</td><td></td><td>10/05/2018-10/25/2018</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>345.35</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>12/21/2018</td><td>0000478201</td><td></td><td>07/10-10/24</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>213.35</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>12/12/2018</td><td>0000484225</td><td></td><td>9/13-15/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>39.55</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/07/2019</td><td>0000484481</td><td></td><td>11/29/18 -11/30/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>25.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>12/14/2018</td><td>0000485355</td><td></td><td>12/14/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>4.00</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>03/07/2019</td><td>0000485385</td><td>⚠</td><td>12/10,11,12,13 Mediations</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>515.60</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
<tr><td>01/07/2019</td><td>0000486223</td><td></td><td>Travel Voucher 11/6-30/18</td><td></td><td>[redacted]</td><td>[redacted]</td><td></td><td></td><td>Expense Report</td><td>191.25</td><td>USD</td><td>Approvals in Process</td><td>Pre Pay Auditor</td></tr>
</table>
</td></tr>
<tr><td>4.</td><td>Change the red highlighted date to the current date. Use the calendar tool to select the new date.


</td></tr>
<tr><td>5.</td><td>Select Save Changes to finalize the update, and wait for batch budget check to run.</td></tr>
</table>

Job Aid: Adding Tax Penalty Lines

Summary: The Internal Revenue Service (IRS) requires that expenses be accounted to your employer within a reasonable period of time. The IRS defines a reasonable period of time as being “within 60 days after they were paid or incurred”. Therefore, all expenses originally submitted by an employee 60 days after they were incurred must add the Tax Penalty and Tax Penalty Correction lines to their reports. This document provides a step-by-step guide to add these lines. Please note that if your report becomes over 60 days old after it has been resubmitted for changes, you do not need to add the tax penalty. When prompted by STAR put “Originally submitted within 60 days.” into the comment box.

Step	Action
1.	Identify transactions on the expense report that are over 60 days old. 
2.	Calculate the total of the lines that are over 60 days old. *(For this example, all expenses are over 60 days old.)*
3.	Add an additional line to the expense report. Fill out the Date field as the current date, make the Expense Type the Tax Penalty Correction, add “Tax Penalty Correction” to the description, change the Payroll field to Payroll, and make the Amount a credit of the amount you calculated in step 2. 

Step	Action
4.	After adding a credit amount, STAR will prompt you to add a credit comment. Add how many lines are being credited. (If all lines are being credited, just type “all lines”.) Then click **Done**. 
5.	Add an additional line to the expense report. Fill out the Date field as the current date, make the Expense Type the Tax Penalty, add “Tax Penalty” to the description, change the Payroll field to Pay-roll, and make the Amount a debit of the amount you calculated in step 2. 
6.	Follow normal procedure to submit expense report for approval.

Expense Type Requirements

Below is a detailed description of how and when to use each expense type when creating a travel expense report in STAR.

Not Listed Below: The business purpose is required for each expense claim. If a trip or event has multiple claims and one business purpose, the business purpose only needs to be recorded on the expense report once. The business purpose can be added in the description, expense line descriptions, or as an attachment.

Expense Types	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
ATM Fees	• Must be obtained for business expense and approved by appointing authority		• N/A	• Original Receipt
Airfare	• When flying commercially for business	• Travel to and from locations	• Ticket Number	• Original Receipt or email confirmation • If DOA employee and Out-of-State Authorization
Airfare fee/ Baggage	• When expense is incurred during air travel for business		• N/A	• Original Receipt or email confirmation
Bottled Water	• International travel only • $7.50 limit per day		• Location	• N/A
Bus	• When traveling between cities • When traveling within HQ city via city bus	• Travel to and from	• N/A	• Original Receipt unless Metro Bus
Bus. Supplies/ Purchase - Taxable	• Supply purchases from out-of-state vendors	• Items purchased	• N/A	• Original Receipt
Bus. Supplies/ Purchases	• Supply purchases from in-state vendors	• Items purchased	• N/A	• Original Receipt

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Career Education < 5250	• Tuition and Fees accumulated in a calendar year less than $5,250	• Name of institution	• N/A	• Original Receipt • Career development plan • Copy of course completion • Training Authorization Form (DOA Employees only)
Career Education > 5250	• Tuition and Fees accumulated in a calendar year greater than $5,250	• Name of institution	• N/A	• Original Receipt • Career development plan • Copy of course completion • Training Authorization Form (DOA Employees only)
Damaged Personal Items	• See the Compensation plan Section G-2.00 for eligibility		• N/A	• Original Receipt (Max $100)
Event Interview Expenses	• Travel expenses related to applicant interviewees under Chapter 764 Wisconsin Human Resources handbook		• N/A	• List of attendees • List of expense materials and supplies • Original Receipt
Event-fees/ Refreshments	• Must meet requirements within Section 06-07 of the Wisconsin Accounting Manual		• N/A	• List of attendees • Agenda • List of expenses materials and supplies • Original Receipt
Fax	• Fax costs for business purposes incurred while traveling	• Travel Location	• N/A	• Original Receipt
Fax - Taxable	• Fax costs for business purposes incurred while traveling	• Travel Location	• N/A	• Original Receipt
Fuel for Vehicle Use	• Gas purchased by the employee for state vehicles when a fuel card is not available		• N/A	• Original Receipt • Confirmation of vehicle rental with dates

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Hired Moving Fees >CY17	• Used for third-party movers as part o employment agreement. • See Chapter 760-Wisconsin Human Resources Hand-book		• N/A	• Original Receipt • Copy of contractual agreement upon employment
Internet - Taxable	• Home office use only	• Service Dates • Home Headquarters	• N/A	• Original Receipt
Job Education	• Fees for job specific training		• N/A	• Registration • Agenda or syllabus • Original Receipt
Laundry/ Pressing Charges	• Employee must be in travel status for at least 3 concur-rent days and is only allowed one charge per calen-dar week	• Dates of travel	• N/A	• Original Receipt
Licensure/Cert. - Taxable	• Only allowed for licenses identified in Section G of the Compensation Plan	• Identify license	• N/A	• Original Receipt • If license not includ-ed in Section G of Compensation Plan, copy of appoint-ment letter
Licensure/ Certification	• Only allowed for licenses identified in Section G of the Compensation Plan	• Identify license	• N/A	• Original Receipt • If license not includ-ed in Section G of Compensation Plan, copy of appoint-ment letter
Lodging Gratuities	• Up to $2.00 on the day of arrival, $2.00 on the day of departure and $2.00 per each night of stay	• Dates of Stay	• Location • Number of Nights	• If not claiming lodg-ing on expenses report scan of hotel folio.

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Lodging in WI	• Refer to maximum rates in UTSA (non-Milwaukee, Waukesha and Racine Counties)	• Dates of Stay	• Location • Number of Nights	• Original Receipt • If conference, copy of agenda • Justification for exceeding maximum
Lodging Outside WI	• Refer to maximum rates in UTSA	• Dates of Stay	• Location • Number of Nights	• Original Receipt • If conference, copy of agenda • DOA employees Out-of-State Travel Authorization • Justification for exceeding maximum
Meals Bagged	• $4 flat rate for each bagged meal	• Work Hours	• Location	• N/A
Meals Bagged Overnight	• $4 flat rate for each bagged meal	• Work Hours • Hotel name & address	• Location	• N/A
Meals In-State No Overnight	• 15 miles away from HQ city • Meals incurred during business trips	• Departure time • Return time	• Location	• N/A
Meals In-State Overnight	• 15 miles away from HQ city • Meals incurred during business trips	• Departure time • Return time • Hotel name & address	• Location	• N/A
Meals International	• Meals incurred during business trips	• Departure time • Return time	• Location	• **DOA employees only**: Out-of-State Authorization form
Meals Out-of-State No Overnight	• 15 miles away from HQ city • Meals incurred during business trips	• Departure time • Return time	• Location	• **DOA employees only**: Out-of-State Authorization form

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Meals Out-of-State Overnight	• 15 miles away from HQ city • Meals incurred during business trips	• Hours depart • Hours return	• Location	• **DOA employees only**: Out-of-State Authorization form
Mileage Car (Mileage is audited using Google Maps in BFM)	• Mileage incurred in personal vehicle • Madison HQ employees: mileage 99 and under round trip	• Home Address (if left from or returned to) • HQ Address (first line only) • Destination Address	• Originating Location • Destination Location • Miles	• N/A
Mileage Car (TD) (Mileage is audited using Google Maps in BFM)	• Mileage incurred in personal vehicle • Madison HQ employees: mileage 100 and up round trip • Turn-down Rate	• Home Address (if left from or returned to) • HQ Address (first line only) • Destination Address	• Originating Location • Destination Location • Miles	• N/A
Mileage Handicap Van (Mileage is audited using Google Maps in BFM)	• Physical disabilities that prohibit use of standard fleet vehicle	• Home Address (if left from or returned to) • HQ Address (first line only) • Destination Address	• Originating Location • Destination Location • Miles	• Correspondence/ Memorandum issued by DPM
Mileage Motorcycle (Mileage is audited using Google Maps in BFM)	• Mileage incurred on personal vehicle	• Home Address (if left from or returned to) • HQ Address (first line only) • Destination Address	• Originating Location • Destination Location • Miles	• N/A
Misc. Travel Supplier Fees	• When travel arrangements change outside of the employees control	• Description of arrangement changes	• Location	• Original Receipt
Moving Stipend - Taxable	• Household transportation and related costs	• Dates of transfer or hire • Dates of move	• Location	• Invoice • Copy of contractual agreement • 1-2 estimates

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Parking	• Parking expenses associated with business travel		• N/A	• Original receipts for expense over $25
Passport/VISA	• Passport/Visa fees incurred for official state business	• Dates of impending trip	• N/A	• Original receipts for expense over $25 • Written justification if expedition fees are incurred
Phone for Business Use	• Business phone calls only while in the field		• N/A	• Original receipt for expense over $5 per call
Phone for Business Use - Taxable	• Business phone calls only while in the field		• N/A	• Original receipt for expense over $5 per call
Phone International	• Business phone calls only while in the field		• N/A	• Original receipt for expense over $10 per day
Porterage Fee	• Porterage fees incurred for buses and airports ($1 per piece of luggage)		• N/A	• N/A
Postage/ Mailing Fees	• When mailing business related material via carrier service		• N/A	• Original Receipt
Registration Fee	• Registration fees for work related events	• Date of event/s	• N/A	• Original receipts > $25
Safety/Special Clothing Rqrd	• Required job specific work attire		• N/A	• Original Receipt
Safety/Special Clothing - Taxable	• Required job specific work attire		• N/A	• Original Receipt
Self Moving Fees >CY17	• Household transportation and related costs		• N/A	• Invoice • Copy of contractual agreement • 1-2 estimates

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Special Mode Transportation	• Transportation for specialized field trips and other situations where traditional modes of transportation are not available	• Dates of use of special mode transportation	• N/A	• Original Receipt and/or list of actual out-of-pocket expenses • Explanation of the circumstances
Tax Penalty	• When incurred expenses are originally submitted > 60 days • Use in conjunction with Tax Penalty Correction line	• Please type "tax penalty" into the description field	• N/A	• N/A
Tax Penalty Correction	• When incurred expenses are originally submitted > 60 days • Use in conjunction with Tax Penalty line	• Please type "tax penalty correction" into the description field	• N/A	• N/A
Taxi/Shuttle	• Taxi or shuttled used for state business	Originating location • Destination location	• N/A	• Original receipt required over $25 for one way fare including tip
Temporary Lodging	• Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging"		• Location • Number of Nights	• Original Receipt
Tolls	• Toll fees incurred when traveling for state business	• Originating Location • Destination Location	• N/A	• Original Receipt over $25
Train	• Travel via train limited to coach if available for state business	• Originating Location • Destination Location	• N/A	• Original Receipt

Expense Type	When Applicable	Description Field (Required)	Additional Fields	Supporting Documentation
Travel Incidentals	• When travel arrangements change outside of the employees control		• N/A	• Original Receipt
Vehicle Rental	• When most cost efficient mode transportation for state business	• Originating Location • Destination Location	• Merchant Type • Rental Company Name	• Original Receipt • Rental Agreement

Additional Resources

Chart of Accounts

Chapter 774 - Reimbursement for temporary lodging

DOA-5171 - Training Authorization Form

DOA-6264 - Out-of-State Authorization Form

DOA- 5276 - Non-state Employee Travel Voucher

DPM-0480-CC/TSA - High rates Out-of-State Cities

Job Aid: Copying an Existing Expense Report

Job Aid: Copying Lines within an Expense Report

Section F - UTSA

Section G - Compensation Plan

STAR Finance

Wisconsin Accounting Manual - Section 06-07

Frequently Asked Questions

Why is my business unit highlighted in red?

When the business unit is highlighted in red, this means there is a chartfield coding error in Accounting Details. Please verify the proper coding strings are being utilized. Refer to the Chart of Accounts or check with your travel coordinator if you're unsure of which coding to use.

What budget reference should I use?

Always use the current fiscal year's budget reference. Each fiscal year begins on July 1st. Please watch for posted deadlines during the transition between fiscal years.

Should I change the account codes in the Accounting Details?

No. After choosing your expense type DO NOT change the account code that defaults into your chartfield. The default account code is correct.

Frequently Asked Questions [cont'd]

Why can't I find my expense reports?

Employees should use the view function. Go to **Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View** in STAR. Search by Name "begins with" and type in your last name. All expense reports you created and their status will appear. Click on the expense report hyperlink to view a specific expense report.

Can I put another employee's expense on my expense report?

No. All employees must submit their own expense reports.

Does Fleet still issue Non-Availability Forms for vehicles?

Yes.

Do I need to provide detailed addresses for mileage trips that include multiple stops?

Only municipalities with an area over 30 square miles require a full address. (Refer to list below)

Caledonia, WI	Janesville, WI	Muskego, WI
Eau Claire, WI	Kronenwetter, WI	New Berlin, WI
Fitchburg, WI	Madison, WI	Pleasant Prairie, WI
Franklin, WI	Menomonee Falls, WI	Reserve, WI
Germantown, WI	Mequon, WI	Richfield, WI
Green Bay, WI	Milwaukee, Wi	Suamico, WI
Hobart, WI	Mount Pleasant, WI	Superior, WI

All other stops only require a city and state name.

Why was my expense report returned?

When an expense report is sent back, the expense approver create a comment with the necessary edits. To access this, the employee must click into the Expense Details hyperlink in the upper right hand of the expense report, and the comments will show up in red.

Why didn't I receive an email that my expense report was returned?

The most likely cause for this is that the employee does not have an email listed in their STAR profile. Employees should contact DOA BFM Travel Claims to have a valid email address added to their profile.

Can I submit expense reports on behalf of another employee?

Yes, please refer to the STAR Job Aid Delegation of Entry Authority. Employees must fill out and sign the Authorization to Submit Travel Claims on Behalf of an Employee. Completed forms should be emailed to DOA STAR Security FIN Roles.

Frequently Asked Questions [cont'd]

My lodging in Wisconsin did not honor the state rate, how much can I get reimbursed?

Employees are reimbursed for the state rate. Employees must justify requests for amounts over the limit by using the Authorized Amount Exceeded Comment and adding a note explaining why. For longer explanations, please add justification in the Notes section of the Summary page of the expense report.

What is the lodging reimbursement rate for travel to high cost out-of-state cities?

Please refer to DPM-0480-CC/TSA.

Who is my travel coordinator?

Each department should have a designated travel coordinator who can assist employees with expense reports. Please refer to the Travel Coordinator Contacts list.

Do I attach my documentation, agendas, receipts, etc. to the expense report in STAR or do I send them to BFM?

Please refer to the Expense Type Requirements to determine whether or not you will need to send original receipts to BFM. Receipts attached in STAR do NOT constitute original receipts.

How do I print out a copy of my expense report?

In the View function, look for the printer icon and click the *View Printable Version* hyperlink. On the next screen, click the *Print Expense Report* hyperlink. Print from there.

How does catering get reimbursed for an off-site meeting?

Please reference the guidelines in Section 06-07 of the Wisconsin Accounting Manual.

How often should I submit my expense reports?

Please refer to the Policy section of this manual.

What role do I need to have to approve my employee's expenses?

You will need the Expense Approver role referred to in the Definitions section of this manual. To obtain this role, please email DOA STAR Security FIN Roles.

What should I put in the report description field?

The report description should always be your dates of travel.

What role do I need to have to approve my employee's expenses?

You will need the Expense Approver role referred to in the Definitions section of this manual. To obtain this role, please email DOA STAR Security FIN Roles.

Frequently Asked Questions [cont'd]

What should I put in the report description field?

The report description should always be your dates of travel.

How do I check the status of my expense report?

Go to Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View in STAR. Search by your name. Refer to list below for definitions of each status type.

Status	Definition
Pending	The expense employee has not submitted their report to their HR supervisor.
In Process	The expense approver currently has it open.
Submitted for Approval	The expense report has been submitted to the HR supervisor for their approval.
Approvals in Process	The HR supervisor has approved the expense report, and it is waiting for the final audit/ approval by the prepay auditor.
Approved	All approvals are complete. The expense report will be sent to Payroll.
Staged	Waiting for Payroll to confirm payment.
Paid	The payment has been processed and confirmed from payroll.

Do I need additional approval for travel within my headquarter city?

Documentation of approval by the agency head or their designee is required for any travel being claimed within one's headquarter city.

When do I need to add tax penalty lines?

Tax penalty lines must be added for all expenses that are originally submitted more than 60 days after they were incurred by the traveler. Only the lines that were originally submitted after 60 days require tax penalty. To add the tax penalty lines, please review the job aid on page 12.

If my expense report becomes over 60 days old because of a delay due to approvals, corrections, or resubmission, am I expected to add the tax penalty lines?

No. The 60 days for the tax penalty rule is calculated from the traveler's original submission date. Subsequent resubmissions or delays in approval will not affect the 60 day rule.

How do I modify my expense report?

Please review Topic 2 on page 27 of STAR Job Aid: Creating and Modifying an Expense Report.