

**Authorization to Submit Travel Claims on Behalf of an Employee**

This certification should be completed and signed by the employee when giving someone else the authority to enter and submit travel expenses on their behalf. The certification should be routed to the appropriate section in the agency responsible for review and approval of the employee's travel claims.

In accordance with the requirements of s. 16.53 Wis. Stat.:

I authorize \_\_\_\_\_ to enter travel expense claims on my behalf. This also authorizes the above individual to certify on my behalf that all claimed expenses are true and correct and in conformity with applicable Wisconsin Statutes and related travel schedule amounts and that the claim represents reasonable and actual expenses necessarily incurred by myself in the performance of official duties and no portion of the claim was provided free of charge or covered by a special registration fee, or previously reimbursed to me by the State of Wisconsin or any other source.

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Employee Name

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Employee's Signature

Date

*Notes:*

*Employee can either send an originally signed document or send an electronic copy to the appropriate agency location.*

*A form must be completed for each individual that the employee is authorizing to submit claims on their behalf.*

*This form is not necessary if the employee is signing and submitting a paper travel voucher with the standard certification statement similar to the above certification and someone else then enters the information from the expense claim into STAR for processing. \*The original paper copy with signatures must be scanned and attached to the STAR submission.*