



Title: **Travel Reimbursement**

Original Adoption: 9 October 2008

Approved by DMI BOD: 9 October 2008

Revised / Reviewed: 14 April 2011

SCOPE:

- To reimburse DMI employee(s) for out-of-pocket expenses while on DMI business.
- To ensure that the travel has been approved.
- To ensure that funding is available.

INSTITUTIONAL REGULATIONS:

The administrative or support staff shall be reimbursed for travel costs and other expenses incurred in conjunction with the performance of job-related responsibilities and/or authorized DMI business. To be eligible for reimbursement, expenses must be claimed in accordance with and shall reflect compliance with the following provisions. (Refer to DMI Expense Voucher.)

PROCEDURES:

Travel Authorization

Business travel other than regular quarterly meetings or college visits must have prior written approval of the appropriate supervisor. The application for approval shall include the title, location, date of attendance, and estimated cost.

Rules for Exceptional Travel

There will be no exceptional travel expenses processed unless the travel authorizations have been approved by the appropriate supervisor PRIOR to the activity taking place.

Mode of Transportation

All transportation shall be planned with the principles of fiscal responsibility and energy conservation in mind.

The selection of the transportation conveyance, whether it be by airplane, train, bus, rental car, or personal automobile, shall be made predicated upon the most cost effective and efficient means of reaching the intended destination. If any other form of transportation is selected, reimbursement shall be limited to the least expensive means of transportation, keeping in mind efficiency and cost effectiveness. First-class or Business-class service on air travel may be authorized when Standard-class seats are not available on desired flights.

Travel by rail is at first-class service.

When travel is by personal automobile on official business for DMI, such travel will be reimbursed at the recognized IRS mileage reimbursement rate. Actual DMI business mileage from a point-of-entry within the state of Wisconsin will be reimbursed – or actual mileage within the state of Wisconsin will be reimbursed – as approved by the appropriate supervisor.

Taxi, Limousine, Parking, and Other Expenses

Expenses for taxis, limousines, buses, car rentals, toll-road fees, and parking charges may be reimbursed when itemized on the Expense Voucher. Receipts shall be presented for such



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expenditures and/or a written notation provided explaining the basis on which the cost was incurred if such a receipt is not available.

Meal Expenses

The claim for meals must represent actual and reasonable expenses for food and beverages. If these costs include payment for other individuals, such as Board Members, Advisors, Special Guests, etc., these individuals must be identified either on the receipt or on the “DMI Expense Voucher”.

Lodging

Claims for lodging expense reimbursement may be made by submission of an appropriate receipt documenting the expense. Lodging expenses shall be limited to the cost of the room and any related room tax. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business.

Expense Advances

Travel advances will not be issued.

Telephone

Employees shall be reimbursed for telephone expenses when incurred for business purposes only. Such calls shall be itemized and shall include a reporting of the person and/or organization contacted.

Expenses to be Reimbursed by Other Organizations

In instances where another organization is supporting a portion or all of the expense reported by an employee, the amount of such contributions shall be disclosed when filing reimbursement claims.

Dues and Expenses for Civic Organizations

Dues related to affiliation with service and/or civic organizations will not be reimbursed unless stipulated by action of the DMI board and stated in the employee’s contract.

Inappropriate Expenditures

- Political contributions or expenses related to political activities are not reimbursable.
- Gifts or other charges which do not clearly benefit DMI are not reimbursable.
- Expenses for spouses or guests are not reimbursable.

Approval of Travel Expenses

Travel expenses should be submitted for approval on a monthly basis. The travel expenses are to be submitted on the “DMI Expense Voucher” form (including receipts) to the appropriate supervisor for review and approval. Upon approval the voucher is to be forwarded to Strohm Ballweg for the processing of the approved expense reimbursement.