

# Guidance for Reimbursement of Travel Expenses

## New Delegates & First Time Filers:

- If you are a new delegate or have not submitted a request for reimbursement previously, you must submit both a W9 Tax Form and a Star Vendor Form so that your social security number is on file with the State of Wisconsin. You will not receive payment from the state without a W9 and Star Vendor Form on file. Please send completed W9 and Star Vendor forms to: Kari Lee-Zimmermann WCC/4, WI Conservation Congress, P.O. Box 7921, Madison, WI 53707-7921

## Travel Voucher Requirements:

- Vouchers must be completely filled out, signed, and dated. Incomplete vouchers will be returned causing delay in reimbursement.
- Receipts are required for lodging expenses. All lodging arrangements must be made through Kari Lee-Zimmermann at (608) 266-0580 or [Kari.LeeZimmermann@wisconsin.gov](mailto:Kari.LeeZimmermann@wisconsin.gov) in order to receive the state rate and tax exemption (individuals should make their own reservations for the annual convention as that is not reimbursed).
- Time of departure and return are required for meal reimbursement.
- Justification of exceptions is needed when travel deviates from most direct route between your home and meeting site (picked up/dropped off another delegate, departed from relative's house or work, road construction/detour, etc).
- Receipts are required for parking claims in excess of \$25.00.
- Travel vouchers must be turned in within 45 days of the meeting for reimbursement.
- Travel vouchers will not be processed until the minutes have been approved and any questions that have been advanced for District Leadership Council consideration have been received.
- Completed vouchers need to be sent to: Kari Lee-Zimmermann LS/8, Wisconsin DNR, P.O. Box 7921, Madison, WI 53707-7921. (HINT: please print in landscape format)

## Reimbursement Rates:

- Lodging: \$90.00
- Mileage: \$0.40 per mile
- Breakfast: \$9.00 (must have left home before 6:00 AM)
- Lunch: \$11.00 (must have left home before 10:30 AM and return after 2:30 PM)
- Dinner: \$21.00 (must return home after 7:00 PM)

## Eligibility:

- Delegates are only eligible for reimbursement for committee meetings or other meetings as assigned.
- Delegates **are not** eligible for reimbursement for District Meetings, Spring Hearings or the Annual Convention.

## Resources:

- Travel Vouchers and W9 and Star Vendor Forms can be found on the WCC website under *Delegate Resources* on the Local County Delegates page: <http://dnr.wi.gov/about/wcc/local.html>
- Paper copies available upon request. Please contact Kari Lee-Zimmermann at (608) 266-0580 or [Kari.LeeZimmermann@wisconsin.gov](mailto:Kari.LeeZimmermann@wisconsin.gov)