U.S. General Services Administration

FY 2023 Per Diem Rates for Wisconsin

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Appleton	Outagamie	$59	$13	$15	$26	$5	$44.25
Brookfield / Racine	Waukesha / Racine	$64	$14	$16	$29	$5	$48.00
Madison	Dane	$64	$14	$16	$29	$5	$48.00
Milwaukee	Milwaukee	$64	$14	$16	$29	$5	$48.00
Standard Rate	Applies for all locations without specified rates	$59	$13	$15	$26	$5	$44.25
Sturgeon Bay	Door	$74	$17	$18	$34	$5	$55.50
Wisconsin Dells	Columbia	$59	$13	$15	$26	$5	$44.25

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

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Author: Bureau of Financial Management

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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

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4.00 Meal Expenses

4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals, subject to the maximums provided in 4.02, below. Meals included in the cost of lodging (e.g., a continental breakfast at a hotel) or registration fees (e.g., a lunch included in a conference) are not reimbursable if provided as part of lodging, conference, or registration fees. The appointing authority or designee may grant individual exceptions if the employee provides written justification.

4.02 Maximum Meal Amounts

(1) Maximum permitted amounts for individual meals in state, including tax and tip (or other fees, such as delivery fees), are listed and shall be:

As of July 1, 2013	
Breakfast	$8.00
Lunch	$10.00
Dinner	$20.00

(2) Maximum permitted amounts for individual meals due to out-of-state travel, including tax and tip (or other fees, such as delivery fees), are listed and shall be:

As of July 1, 2013	
Breakfast	$10.00
Lunch	$15.00
Dinner	$25.00

(3) The maximum allowable tip is 15% of the meal claim.

(4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.

(5) Employees shall be reimbursed a flat rate of $4.00 for each bag meal.

4.03 Meal Receipts

Receipts for meals are not required except for the following:

(1) Any claim in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. If the employee has a choice in the selection of the restaurant or the menu item, the employee is expected to stay within the maximums. When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.

(2) If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the appointing authority or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

4.04 Timeframes for Meal Reimbursement

Reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

(1) Breakfast, provided the employee leaves home before 6:00 a.m.

(2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.

(3) Dinner, provided the employee leaves directly from work and returns home or to the headquarters city, whichever is earlier, after 7:00 p.m.

The time or time periods specified above, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall be based on the type of meal appropriate to the time of day.

4.05 Alcoholic Beverages

The cost of alcoholic beverages is not reimbursable.

4.06 Bottled Water Reimbursement for International Travel

Reimbursement will be made for purchased bottled water. Employees are limited to maximum reimbursement of $7.50 per day when in international travel status (outside the contiguous U.S.).