

Waiver Amounts for Lodging and Meals

(To be updated periodically in conjunction with guidelines issued by the State of Wisconsin.)

Reimbursement Amounts - Lodging (as of 07/01/2015)
<p>Maximum per diem: \$82.00 All counties excluding Milwaukee, Waukesha and Racine. Maximum rate for these counties is \$90.00.</p> <p>An employee staying in a conference-designated hotel will receive an automatic waiver of this limit. However, this waiver does not imply unlimited reimbursement for lodging expenses. The employee is still bound by principles of reasonable cost and fiscal austerity.</p>

Reimbursement Amounts - Meals (as of 10/15/2013) (Note: Overnight stay required for meal reimbursement)			
<ul style="list-style-type: none"> ▪ Breakfast - provided the employee must leave home before 6:00 a.m. ▪ Lunch - provided the employee must leave the City before 10:30 a.m. and returns after 2:30 p.m. ▪ Dinner - provided the employee has a day-long meeting and returns home after 7:00 p.m. 			
	Max. W/ Receipts	Out-of-State W/Receipts	Max. W/O Receipts
Breakfast	\$ 8.00	\$ 10.00	\$ 6.00
Lunch	\$ 10.00	\$ 15.00	\$ 7.00
Dinner	\$ 20.00	\$ 25.00	\$ 17.00
Full Day	\$ 38.00	\$ 50.00	\$ 30.00

IRS Rate (as of 01/01/2017)
53.5¢ per mile
Note: If an employee chooses to drive their personal vehicle even though a City vehicle is available, the rate will be \$0.20 per mile less than the IRS rate.