## Wisconsin Legislative Council - Public MemberTravel Voucher

DOA-6107E (R12/2013) s. 16.53, Wis. Stats.

Instructions on reverse side

OTABLE	DEALIDE	CONDE	/EDOE	OIDE
STAPLE	RECEIPT	S ON KEY	VERSE	SILITE

Name (Requ	uired)						SSN (Mus	st be provide	ed for payme	ent to be ma	de)				
Address (Se	end Check)						Email						1		
							City			WI	Zip + 4		Headquarters Madison, WI		tation
FY	Fund	BU		rtment	Approp	Acc	count								
	10000	76506	76500	050000									Totals		
	OFFICIAL (Committee	BUSINESS ee Name)	TRAVEL	- POINTS	HDQS	S. TIME	Personal Vehicle		MEA	LS, includi	ng tips	01	THER ALLOWA	<u>l</u> ABLE	TOTAL FOR DAY
DATE	EXPLAIN PURI	POSE OF TRIP	FROM	TO	DEPART	RETURN	MILES	LODGING	MORNING	NOON	EVENING	ITEM		AMOUNT	
									<del> </del>			<del> </del>			
-									1			1			
		**rates effective 6/	/30/24		Sub	Totals							TOTAL MUSE	10F 000T0	
					ct vehicle cycle milea			Miles at Miles at	0.510 0.285	•	Vehicle =  Motorcycle =		TOTAL MILE	AGE COSTS	<u> </u>
						.90				•	•			ΓALS	
I declare, unde	STATEMENT S. 16.53, er penalties of perjury, the tted agreements. This c	at all claimed travel ex										F	TOTAL EXPENDITURE		
	ce of official duties and r												NET AMOUNT DUE		
	Claimant's Name is travel claim is reasona aining agreements. Aud		nformity with ap	plicable statute											
Date	Supervisor's Sign	ature						-							

## REIMBURSEMENT OF MEETING EXPENSES FOR PUBLIC MEMBERS OF JOINT LEGISLATIVE COUNCIL COMMITTEES

- 1. Please file your voucher as soon after the end of the meeting as possible. More than one month's expenses may be claimed on a single voucher. If you submit multiple vouchers for more than one month's expenses, the expenses will be combined so that only one check is written. Keep a record of your travel expenses for your personal and tax use.
- 2. Carefully read the table at right, paying particular attention to the (a) requirements that you provide your Social Security number, address, and sign the voucher, (b) maximum allowable reimbursement rates and what those maximums include, and (c) receipt requirements for lodging and transportation. Ask for government discounts for lodging (tax-exempt). A special identification card is issued to you for this purpose. Meals and lodging maximums are listed on the table. If you have questions, call Anglinia Washington at (608) 504-5705.
- 3. Submit travel vouchers to:
   Legislative Council
   One East Main Street, Suite 401
   Madison, WI 53703-3382
   Or email to:
   anglinia.washington@legis.wi.gov

Blank vouchers are available on your committee's webpage, <a href="http://legis.wisconsin.gov/lc">http://legis.wisconsin.gov/lc</a> (choose the study committees ->2022Interim).

6/30/2024

HEADING ON VOUCHER FORM	EXPLANATIONS/INSTRUCTIONS	MAXIMUM \$	RECEIPT REQUIRED	
Name & Address	Required <b>PRINT</b> name and full address (with zip code). <b>Cannot process your reimbursement without it.</b>			
Social Security Number	Required for the State's accounting system and for certain IRS requirements. <b>Cannot process your reimbursement without it.</b>			
Date	Insert travel and meeting dates.			
Official Business (purpose of trip)	List proper committee name.			
Travel Points - From/To	Home city/meeting city and return.			
Hdqs. Time - Depart/Return	Time you left/time you arrived.			
Mileage (personal vehicle usage)	Call Anglinia Washington (608-504-5705) if you have questions.	51¢	No	
Fare (for private aircraft, train, bus)	<b>Prior approval required</b> : Private aircraft reimbursed at mileage rate for personal vehicle.	51¢	Yes	
	Bus or train - ticket stub.	Lowest rate.	Yes	
Room	When making reservations, use business address. Ask for government rates (tax-exempt). Original receipt required. Milwaukee, Racine & Waukesha counties.	\$98 (excluding tax) \$103	Yes Yes	
Meals  Morning  Noon  Evening	REIMBURSED MEALS MAY BE TAXABLE INCOME IF YOU DO NOT STAY OVERNIGHT AND MUST BE REPORTED TO THE IRS. (Consult your tax advisor.)  Meal limitations: Morning - leave home before 6:00 a.m.; Noon - leave before 10:30 a.m., return after 2:30 p.m.; Evening - return home after 7:00 p.m.*  (the cost of alcoholic beverages is not reimbursable)  *Times also apply if no overnight stay is required.	(including tax & tip) \$10 \$12 \$23	No	
Other Allowable Expenses Tips-lodging Taxis, limos Parking	Per overnight at hotel/motel:  **\$2 per day of arrival, \$2 per day of departure, plus \$2 per night of stay  Receipt if over \$25 one way. (Use shuttles.)  Receipt if over \$25 per day. (Use municipal ramp/lot.)	\$2**	No Yes Yes	
Date (on signature line)	Date you submit voucher for reimbursement.			
Claimant's Name/Signature	Required for processing; name if sending electronically.			