

## APPENDIX A - PROCEDURE BB0901

The maximum reimbursement for meals is \$45 per day in-state and \$56 per day out-of-state. No receipts are required for meals. (Receipts are still required for any other expenditure over \$8, including parking.) When an employee is entitled to meals, the amount expended for any particular meal is left to the discretion of the employee, but the total reimbursement claim shall not exceed the total of the eligible individual meal rates for the consecutive meals in a day. The individual meal rates are listed below:

MAXIMUM MEALS ALLOWANCE

The maximum permitted amount both in-state and out-of-state for individual meals, including tax and tip, are listed below:

	<u>In-State</u>	<u>Out-of-State<sup>i</sup></u>
Breakfast	\$ 10	\$ 13
Lunch	10	13
Dinner	25	30

The maximum allowable tip is 15% and is included in amounts shown above.

MAXIMUM IN-STATE LODGING ALLOWANCE

The maximum permitted amount per day, including tax, for lodging for all in-state travel shall be \$85; except Milwaukee- \$150.

BUSINESS MILEAGE ALLOWANCE

Personal car business mileage shall be reimbursed at 0.58 cents per mile.

STANDARD MILEAGE INTER-CAMPUS TRAVEL

The standard mileage allowance for inter-campus mileage:

	<u>Downtown Milwaukee Campus</u>	<u>Mequon Campus</u>	<u>Oak Creek Campus</u>	<u>West Allis Campus</u>
Downtown		19	11	6
Mequon	19		30	24
Oak Creek	11	30		14
West Allis	6	24	14	

TRAVEL RESERVATIONS

Transportation arrangements (i.e., airline, train, bus, rental car, hotel) will be made and purchased directly by the traveler after receiving prior approval for travel. See procedure BB0901, Travel and Expense Reimbursement, for more detailed information.

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<sup>i</sup> 1 Based on average cost from Runzheimer Guidelines for the following: Anaheim, CA; Boston, MA; Chicago, IL; Dallas, TX; Las Vegas, NV; Minneapolis, MN; Orlando, FL; San Diego, CA; San Jose, CA; and Washington, DC.