



July 1, 2013

Financial Managers,

The Joint Committee on Employment Relations approved the 2013 - 2015 Compensation Plan. The plan includes changes to travel policy and rates that become effective today, July 1, 2013. The changes follow:

- Travelers on international business trips can be reimbursed for personal calls up to \$10 per day.
- The in-state meal maximums, effective July 1, 2013 are; \$8 for breakfast, \$10 for lunch and \$20 for dinner.
- The out-of-state meal maximums, effective July 1, 2013 are; \$10 for breakfast, \$15 for lunch and \$25 for dinner.

The following Accounting Services policies have been updated to reflect the new rates.

- [201.I – Meals](#)
- [201.J – International Travel](#)
- [201.O – Business Communications](#)

The increased meal reimbursement rates have been loaded in e-Reimbursement and will apply to expenses effective July 1, 2013.

Please share with others as you deem appropriate and feel free to send any follow-up questions to uwtravel@bussvc.wisc.edu or me directly.

Thank you.

Dan Langer

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