



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

## Stoughton Utilities Expense Reimbursement Policy

This policy is designed to assist employees in reporting expenses incurred while conducting Stoughton Utilities business activities.

Stoughton Utilities expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization. Employees are encouraged to use their company issued Visa or MasterCard for business expenses.

Stoughton Utilities does not pay for local travel to and from the office. If employees use their personal vehicles for business travel, mileage will be reimbursed as per the State of Wisconsin OSER Travel Guide and for appropriate parking fees. A copy of the current insurance coverage is to be provided to the Finance and Administrative Manager. Stoughton Utilities will not be responsible for fuel, maintenance, traffic or parking violations.

### General guidelines

- Original receipts are required for payment and/or reimbursement of all expenses except for per diems. These expenses include:
  - Original boarding passes for airplane / train travel
  - Credit card receipts
  - Detailed merchant receipts
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The name and titles of the individuals involved
  - The purpose for the expense
- Expense summaries must be submitted with receipts and approved by the Department Supervisor and the Finance and Administrative Manager.
- All expenses and summaries must be submitted within 30 days to Finance and Administrative Manager for payment.

## Travel guidelines

- Employees are encouraged to fly coach class with the lowest available airfare for non-stop travel.
- If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.
- Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.
- Per Diem rates for meal and incidentals will be provided for overnight travel; no receipts are required. The per diem amount paid for each day of travel is set out under the State of Wisconsin OSER Travel Guide.
- The following list includes examples of non-reimbursable expenses:
  - Personal travel insurance
  - Personal reading materials
  - Childcare
  - Toiletries, cosmetics, or grooming products
  - Expenses occurred by spouses, children, or relatives
  - In-room movies or video games
  - Sporting activities, shows, etc

Any questions related to the content of this policy or its interpretation should be directed to the Finance and Administrative Manager.