COMPLETE YOUR TRAVEL VOUCHER

SAO Quality Assurance

SAO.WYO.GOV

Introduction
Resources Available To Aide in Completing Reimbursement Forms
Travel Reimbursement Overview
Requirements Prior To Travel
WOLFS-104
WOLFS-104(a)
Details On How to Complete Each Section of the WOLFS-104 Form by Section: (Including WOLFS-104a)
- Document Id
- Claimant Status
- Claimant Information
- Reason for Travel
- Mode of Travel
- Actual Expense Claim Box
- Travel Summary
- Travel Summary: Date & Destinations
- Travel Summary: Lodging
- Travel Summary: Meals & Incidental Expenses
- Travel Summary: Mileage
- Travel Summary: Total
- Other Reimbursable Expenses
- Transportation Expenses (Other Than Mileage)
- Remarks
- Form Totals
- Claimant Certification
- Voucher Payment Agency Head/Designee Approval
- Agency Intermediary Approval
- Agency Optional Use

WOLFS-112
WOLFS-104b Actual Expense Sheet
Details On How to Complete Each Section of the WOLFS-104b Form by Section:
- WOLFS 104 Header Information
- Travel Summary: Date & Destination
- Travel Summary: Lodging & Meals
- Travel Summary: Mileage
- Travel Summary: Total
- Other Reimbursable Expenses
- Incidental Expenses
- Transportation Expenses (Other than Mileage)
- Expense Category Totals
- WOLFS 104 Remarks, Total, and Certification

WOLFS-104c Certification Statement for Travel Receipts Lost, Misplaced, or Not Received
One Day Meal Reimbursement Form
One Day Meal Reimbursement Form Discussed
WOLFS-104 Lodging Reimbursement Options
- Reimbursement Rate Method
- Actual Expenses Method

WOLFS-104 Meal Reimbursement Options
- Reimbursement Rate Method
- Meals Deducted From M&IE
- Actual Expenses Method

Personal Travel Combined with State Official Business
- Interrupted Travel
- Constructed Travel

Important Notes and Tips
Scenario 1: Regular Travel
Scenario 2: Travel to Multiple Locations
Scenario 3: Deductible Meals
Scenario 4: Actual Lodging with M&IE
Scenario 5: Actual Lodging with Actual Meals
Scenario 6: Interrupted Travel
Scenario 7: Constructed Travel

INTRODUCTION

This "How To" Guide will help users ensure they have properly filled out your travel reimbursement correctly! It will cover the following forms with detailed examples:

- WOLFS-104 and WOLFS-104a
- WOLFS-112
- WOLFS-104b
- WOLFS-104c
- One Day Meal Reimbursements

Other material covered in this guide will include:

- Interrupted Travel
- Per Diem Rates in Multiple Locations
- Constructed Travel

NOTE: This guide does not include travel instructions for legislators or professional licensing boards. Please refer to the "How to Complete Your Board/Legislator Travel Voucher" Guide for specific instructions on completing travel vouchers for those particular individuals.

RESOURCES AVAILABLE TO AIDE IN COMPLETING REIMBURSEMENT FORMS

- Travel Related Documents on the SAO Website:
  - SAO Quality Assurance Travel Related Documents
    - Governor's Memo on Mileage Rate of Personal Vehicles
    - Governor's Memo on Federal Travel Rates
    - Executive Order 2007-2 Foreign Travel Approval
    - A&I Vehicle Use Policies and Procedures
    - … and much more!
  - Current Federal Travel Per Diem Rates
    - Search by State
    - Wyoming's Rates
    - M&IE Breakdown
- WOLFS Downloads & Forms on the SAO Website
  - WOLFS-104 Travel Expense Voucher
  - WOLFS-104c Certification Statement for Receipts Lost, Misplaced, or Not Received
  - AUD/EXP MEAL EXPENSE – Per Diem Voucher for One-Day Round Trips
- Vendor Management Packet on the SAO Website
- State of Wyoming Travel Request Form (Replaces A&I 25 Form) on A&I's Website

- Still have questions? Contact saoqualityassurance@wyo.gov any time!!

TRAVEL REIMBURSEMENT OVERVIEW

State officers and employees are entitled to reimbursement for certain travel expenses when required for official business. Claimants for travel reimbursement must sign and certify travel vouchers (WOLFS-104 Form). The agency director, or his designee, must approve the claim for payment. The agency director is responsible to determine the validity of each claim. State officers or employees shall not approve their own claims.

Each claimant (employee) who seeks reimbursement under W.S. 9-3-102 or W.S. 9-3-103, and each Agency Director, designee, fiscal personnel and WOLFS computer system user is responsible to know and follow these statutes.

Agencies are also encouraged to continue working on their own travel policies to supplement the above mentioned statutes. These policies, however, should comply with statutory requirements, Executive Orders, memoranda from the Governor, and memoranda from the State Auditor's Office. Several parts of the travel reimbursement statutes allow discretion by the agency head. Those areas are all open to policy development by the individual agencies.

- Applies to all overnight trips.
- Applies to one-day trip when claimant seeks reimbursement for transportation expenses.
    - If claimant is also seeking meal expense reimbursement for a one-day trip, then the claimant must provide both the WOLFS-104 for the transportation expenses and the One-Day Meal Reimbursement Form for the meals.
        - SAO needs this separate form so it can properly report income for payroll taxes per IRS Regulations.
- Must be signed by claimant and approved by the appropriate personnel.

REQUIREMENTS PRIOR TO TRAVEL

- All travel must be approved by the agency director prior to any travel arrangements being made.
    - State of Wyoming Travel Request Form (Replaces A&I 25 Form)
    - Executive Order 2007-2 Foreign Travel Approval
- Any new claimant who submits their first voucher for reimbursement of travel expenses must fill out a VENDOR MANAGEMENT PACKET, which must be entered into the WOLFS system to process the payment.

Revised 10/01/09

STATE OF WYOMING

WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID:
GAX | DEPT. | DOCUMENT NO. | BFY | DATE: MM DD YY

CLAIMANT STATUS:
- ☐ State Employee
- ☐ Contract Employee
- ☐ Legislator or Brd/Comm Member paid as a Leg.
- ☐ Brd/Comm Member paid as a State Employee
- ☐ Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name:
Address (street/box):
City: State ZIP

REASON FOR TRAVEL: Give specific reason for travel

☐ Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
- ☐ State Plane
- ☐ Commercial Plane
- ☐ State Vehicle
- ☐ Personal Vehicle (PV)
- ☐ Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Deductible Meals: Lunch	Deductible Meals: Dinner	Claimant M&IE	Mileage: Miles	Mileage: Rate Per Mile	Mileage: Amount	Total
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -	$ -						$ -			$ -	$ -

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ -
Total WOLFS 104b	$ -
TOTAL CLAIM	$ -
Total WOLFS-112	$ -
Out of Balance Condition	$ -

CLAIMANT CERTIFICATION - REQUIRED

I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Claimant Signature (in ink) Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED

This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

Agency Head/Designee Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL

I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver Date

WOLFS-104a Travel Expense Voucher Continuation Sheet

VC _____ Claimant Number

_____ Invoice

Date	Travel From City/Place	Travel To City/Place	Legis. Daily Reimb. Rate	Acutal Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals			Claimant M&IE	Miles	Milage Rate Per Mile	Mileage Reimb.	Total
							Bkfast	Lunch	Dinner					
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -

OTHER REIMBURSEABLE EXPENSES

Date	Description	Amount

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount

DETAILS ON HOW TO COMPLETE EACH SECTION OF THE WOLFS-104 FORM BY SECTION

(INCULDING WOLFS-104a)

DOCUMENT ID

	DEPT.	DOCUMENT NO.	BFY		MM	DD	YY
GAX				DATE:			

- This section is generally completed by the Agency Fiscal Personnel.
  - GAX - Indicates the WOLFS system transaction type.
  - DEPARTMENT - Enter the agency's three-digit identification number.
  - DOCUMENT NUMBER - Agency Fiscal Personnel will complete this section with the unique number assigned by the WOLFS system when the voucher is entered.
  - BUDGET FISCAL YEAR (BFY) - Put in the budget fiscal year for the transaction.
  - DATE - Enter the date the agency WOLFS user prepares the form.

CLAIMANT STATUS

☐ State Employee	☐ Legislator or Brd/Comm Member paid as a Leg.	☐ Other _____
☐ Contract Employee	☐ Brd/Comm Member paid as a State Employee	

- Check the appropriate box showing the claimant status: State employee, Legislator or Board or Commission Member paid as a Legislator, Contract Employee, Board or Commission member paid as a State Employee, or Other (with appropriate description if that box is checked).

NOTE: The way the form automatically calculates depends on which checkbox is checked. For example, if you check the box labeled "Legislator or Brd/Comm Member paid as a Leg", you must use the Legis Daily Reimb. Rate column to report lodging and meal reimbursement. Likewise, if you select the "Brd/Comm Member paid as a State Employee" checkbox, you can use the Actual Lodging Expense, Federal Lodging Reimb. Rate, or Federal M&IE Reimb. Rate columns to record lodging and meals.

CLAIMANT INFORMATION

Claimant Number:	**VC**
Invoice Number:	
Name:	
Address (street/box):	
City:	**State** **ZIP**

- Any new claimant who submits their first voucher for reimbursement of travel expenses must fill out a VENDOR MANAGEMENT PACKET, which must be entered into the WOLFS system to process the payment.
  - CLAIMANT NUMBER
    - Enter the claimant's VC number.
  - INVOICE NUMBER
    - Enter the invoice number for this claim.
    - The Agency Director must determine and document, as an internal control procedure, how to standardize the invoice numbers to prevent duplicate payments.
    - An example could be the date of the first day of travel followed by the claimant's first initial and last name (i.e. 05142016JDoe if the first day of travel was May 14, 2016 and claimant's name was John Doe).
  - CLAIMANT'S NAME, ADDRESS, CITY, STATE and ZIP
    - The claimant's name must match the name that is signed on the Claimant Certification line.

REASON FOR TRAVEL

REASON FOR TRAVEL: Give specific reason for travel

- The reason for travel must be specifically stated.
- It is necessary so that there is documentation of a work-related purpose for the travel. "Official business" or "State Business" is too general.
- Agency controls may require a project number or other specific information to be included in this area. Check with your Agency's Fiscal Personnel as to what your agency requires to be entered into this field.

MODE OF TRAVEL

MODE OF TRAVEL - Check appropriate box(es).

☐ State Plane ☐ State Vehicle ☐ Other - Describe: _____

☐ Commercial Plane ☐ Personal Vehicle (PV)

- The appropriate box(es) must be checked.
- This includes State or commercial airplane, personal vehicle, State vehicle or other, with a description space.
- If a claimant is traveling using more than one method, both methods must be checked.
  - *For example, if a claimant uses a State vehicle to travel to an airport where they are boarding a commercial flight, they must check "State Vehicle" and "Commercial Plane".*

ACTUAL EXPENSE CLAIM BOX

☐ **Actual Expense Continuation Sheet, WOLFS-104B attached**

- Check this box if claimant is seeking actual expense reimbursement.
- Use the WOLFS-104b form in conjunction with the WOLFS-104.
  - Instructions on filling out the WOLFS-104b form can be found later in this guide.
- In order for an claimant to claim actual expenses, lodging or meals and other incidental expenses, the agency director must have given the claimant prior approval, and the pre-approval should be documented somewhere in the travel documentation.

TRAVEL SUMMARY

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals			Claimant M&IE	Mileage			Total
							Bkfast	Lunch	Dinner		Miles	Rate Per Mile	Amount	
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -	$ -						$ -			$ -	$ -

- Itemize all claimed reimbursements separately by date.
  - This includes any constructed travel or interrupted travel.
- If a claimant has been **pre-authorized** by their agency's Director to receive actual lodging expenses or actual expenses for meals and incidental expenses, leave the "Reimbursement Rate" column blank for that type of expense. Refer to the WOLFS-104b Form for details on how record actual meals for reimbursement.

- **TRAVEL SUMMARY: DATE & DESTINATIONS**

Date	Travel From City/Place	Travel To City/Place

  - DATE
    - All dates MUST be listed on the Travel Summary. This will include the departure date, return date, and all dates in between.
    - Each date must be listed on a separate line.
  - TRAVEL FROM CITY/PLACE
    - Enter the location where the claimant began official travel on the first line of the Travel Summary.
  - TRAVEL TO CITY/PLACE
    - Enter the destination where the claimant *obtained lodging*.
    - W.S. 9-3-012 (h)(i): "*Destination* means the location of the claimant at midnight, or if still traveling at midnight, the location where lodging is secured."

NOTE: Even if a claimant is working in one location all day, then travels to spend the night in a different location, the lodging and per diem rates will apply for the location where the claimant is spending the night, regardless of where he worked during the day.

Be sure to also include any constructed travel dates or interrupted travel dates in this section.

- **TRAVEL SUMMARY: LODGING**

Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate

- LEGISLATIVE DAILY REIMBRUSEMENT RATE
  - This is the amount of per diem rate payable to legislators each day as set out in W.S. 28-5-101(b), and to board and commission members if their respective statutes delineate reimbursement at the legislative per diem rate.
- ACTUAL LODGING EXPENSE
  - Use this column ONLY IF the claimant is to receive actual lodging expenses and is using the M&IE reimbursement rate for meals.
  - When a claimant is to be paid for actual lodging expenses, actual meal expenses and actual incidental expenses, refer to the guidance below for instructions for completing the WOLFS-104b Actual Expense Continuation Sheet.
  - See the WOLFS-104 LODGING REIMBURSEMENT OPTIONS for further guidance on actual lodging expenses.
  - Enter the actual expense of lodging, including tax, for each night.
  - Claimant must submit a receipt for lodging to the agency for payment to be made.

NOTE: In order for a claimant to use the Actual Lodging Expense, prior trip approval must be obtained from the Agency Director and documented for audit purposes.

- FEDERAL LODGING REIMBURSEMENT RATE
  - Use this column if the claimant is using the federal lodging reimbursement rate.
  - The lodging reimbursement should be the lodging rate for the destination city as defined by the lodging reimbursement rate guidelines found on the GSA Website for the time of travel. Also ensure that room tax and other applicable taxes are included on the reimbursement line.
  - See the WOLFS-104 LODGING REIMBURSEMENT OPTIONS for further guidance on the reimbursement rate lodging expenses.
  - This rate is essentially a lodging allowance set by some predetermined amount, usually based upon the city of lodging.
  - The Governor, under W.S. 9-3-102(a), determines the lodging reimbursement rate, which cannot exceed the published federal travel regulation rates in effect at the time of travel.
    - The current rates are published each October, and the Governor will approve those rates at the beginning of each October. His memo can be found on the State Auditor's website under Travel Related Documents.
  - Claimant must submit a receipt for lodging to the agency for payment to be made.
  - The current lodging reimbursement rates can be found on the GSA Website.

NOTE: Even if the actual amount reimbursed to the claimant is less than the reimbursement rate, please put the amount in the Reimbursement Rate column as opposed to the Actual Lodging column.

- **TRAVEL SUMMARY: MEALS & INCIDENTAL EXPENSES**

Federal M&IE Reimb. Rate	Deductible Meals			Claimant M&IE
	Bkfast	Lunch	Dinner	
				-
				-
				-
				-
				-
				-
				-

  - Claimants receive payment for "Meals & Incidental Expenses in one of two ways:
    - Meals & Incidental Expenses (M&IE) Reimbursement Rate Method (*continue with WOLFS-104)*
    - Actual Meals & Incidental Expenses Method (*must be claimed on the WOLFS-104b)*
- FEDERAL MEALS & INCIDENTAL EXPENSES REIMBURSEMENT RATE
  - See the WOLFS-104 MEAL REIMBURSEMENT OPTIONS for further guidance on actual meal expenses.
  - The current M&IE reimbursement rates can be found on the GSA Website.
  - The Governor, under W.S. 9-3-102(a), determines the meals and incidental expense reimbursement rate, which cannot exceed the published federal travel regulation rates in effect at the time of travel.
    - The current rates are published each October, and the Governor will approve those rates at the beginning of each October. His memo can be found on the State Auditor's website under Travel Related Documents.
  - If a claimant uses this method, he must claim the amount for the destination city (the city in which the claimant obtained lodging).
  - Incidental expenses cannot be claimed separately as they are included in the M&IE reimbursement amount.
  - Do not complete the M&IE columns for any days the claimant is on constructed travel or interrupted travel.
- DEDUCTIBLE MEALS (BREAKFAST, LUNCH, DINNER)
  - See the Meals Deducted from M&IE section for further guidance on when it is appropriate to deduct meals from M&IE.
  - If a meal has been paid for by the State through a conference registration fee or something similar, that meal should be deducted from the M&IE allowance.
    - Meals cannot and will not be deducted on the first or last day of travel as the claimant is entitled by W.S. 9-3-102(a) to receive 75% of the M&IE rate for those days. The form will not calculate deductible meals on the first or last day of travel.
  - The current M&IE breakdown can be found on the GSA Website.
- CLAIMANT M&IE
  - The M&IE amount to be paid to claimant will be computed to pay:
    - 75% of the destination reimbursement rate on the day of departure,
    - 100% of the destination rate for all interim official business days, and

        - 75% of the previous day's rate on the day of return.
    - This column is automatically computed based on the other information entered on the spreadsheet.

- **TRAVEL SUMMARY: MILEAGE**

Miles	Rate Per Mile	Amount
		-
		-
		-
		-
		-
		-
		-

    - Only include the number of miles traveled for State business.
    - Mileage should be computed by the nearest practical route.
  - MILES
    - Enter the number of miles traveled. Agency may choose one of the following methods to compute miles traveled:
      - State of Wyoming map
      - Mileage table in the WOLFS-104 form
      - Google Maps (or other internet based mapping site)
  - RATE PER MILE
    - Enter the rate at which reimbursement is authorized per mile.
    - W.S. 9-3-103 (a)(iii)
    - Governor's Memo on Mileage Rate of Personal Vehicles

NOTE: There is a separate rate for personal vehicle use depending on if a State car is available and the claimant chooses to take their own personal vehicle for convenience or extended travel, or if the claimant must take their own personal vehicle because a State car is unavailable.

  - AMOUNT
    - Pre-calculated field on form.
    - The number of miles traveled multiplied by the applicable rate.

- **TRAVEL SUMMARY: TOTAL**

Total
-
-
-
-
-
-
-
$ -

  - Pre-calculated filed on form.
  - Total will populate based on information in the fields of the travel summary.
  - It will add the lodging, meals (less any deducted meals), and mileage totals together.
  - *The total will not calculate if the Date or Travel From/To columns are not filled in properly.*

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

- State officers and employees required to travel overnight are normally entitled to "other reimbursable expenses" regardless of whether they receive the lodging reimbursement rate, the M&IE rate, actual expenses or any combination of them.
  - W.S. 9-3-102(a)
- "Other expenses that are inherently travel related and not included in the meal and incidental expense allowance." (W.S. 9-3-102(h)(iv))
- Original receipts/documentation should be provided when the reimbursable expense is over $15.00 (W.S. 9-3-102(a)(iii))

NOTE: Department specific policy may require receipts be submitted for every reimbursable expense with no minimum dollar threshold. Please check your department's specific policy.

- Examples of Other Reimbursable Expenses:
  - Registration/Conference Fees
  - Telephone calls for State business
  - Copy, fax and other similar charges as they pertain to authorized State business
  - Other reimbursable travel-related expenses as approved by the agency director or designee or set out in documented agency policy.

- Exclusions
  - Entertainment expenses
  - Personal Expenses incurred during travel, such as magazines, snacks, movie rentals, etc.
  - Personal travel insurance
  - Alcoholic beverages
  - Expenses of claimant's spouse or personal guest, except for necessary accompaniment for a person with disabilities
  - Optional entertainment/social events that occur in conjunction with conferences and seminars
- If the Other Reimbursable Expenses continues onto the WOLFS-104a Travel Continuation Sheet, the total will carry forward to the "Total Listed Reimbursable Expenses" cell on the WOLFS-104 form.

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

- W.S. 9-3-103(a)(i) and (ii), and W.S. 9-3-103(b)
- Examples of Transportation Expenses (Other Than Mileage):
  - Airfare – the actual expense, not to exceed economy fare charged the general public, is reimbursable.
    - If deluxe accommodations are desired, the amount exceeding economy fare shall be paid personally by the employee.
  - Rental Cars – reimbursement is limited to reasonable rates determined by the administrative head of the agency.
  - Other – At the discretion of the administrative agency head, reimbursement may be authorized for actual but necessary vehicle parking fees, car wash expenses, toll fees, taxi fares, and taxi driver tips.
    - The statutes do not require reimbursement for the expenses set out in W.S. 9-3-103(b). That decision is left to AGENCY POLICY. If those expenses are allowed, the requirement for a receipt is also up to the agency, as is any dollar amount required for a receipt.
    - As a reminder, where the statutes do set a floor for required receipts, it is $15.00
- Exclusions:
  - W.S. 9-3-103(e): "No state official or employee shall receive transportation expense reimbursement when traveling from his residence to the place of his employment and return."
  - Traffic fines and tickets, including parking tickets.
  - Costs caused by claimant's error in the use of either a personal or State-owned vehicle (such as towing charges due to parking violations, locksmith fees related to locking keys inside vehicle, etc.).
- If the Transportation Expenses continues onto the WOLFS-104a Travel Continuation Sheet, the total will carry forward to the "Total Listed Transportation Expenses" cell on the WOLFS-104 form.

REMARKS

REMARKS	

- This space is for any explanation the claimant needs to provide under agency policy, or wants to insert as explanation.
- We encourage claimants or fiscal personnel to use this area to further explain if an item has had prior approval by the agency director, especially if the item appears questionable.

FORM TOTALS

Total WOLFS-104	**$ -**
Total WOLFS 104b	**$ -**
TOTAL CLAIM	**$ -**
Total WOLFS-112	**$ -**
Out of Balance Condition	**$ -**

- TOTAL WOLFS-104
  - This is the total amount being claimed from the information entered on the WOLFS-104.
  - This is an automated calculation within the Excel form.
  - The "Total WOLFS-104" should equal the total of the cross footings for each line.
  - This will include the amounts listed on the WOLFS-104a as well.
- TOTAL WOLFS-104b
  - This is the total from the WOLFS-104b.
  - This is an automated calculation within the Excel form.
- TOTAL CLAIM
  - This is the total amount being claimed for reimbursement.
  - The "Total Claim" should equal the total of the cross footings for each line and subtotals from the WOLFS-104, WOLFS-104a and WOLFS-104b.
  - This is an automated calculation within the Excel form.
- TOTAL WOLFS-112
  - This is the total amount being claimed for reimbursement on the WOLFS-112 Form.
  - This is an automated calculation within the Excel form.
- OUT OF BALANCE CONDITION
  - This box automatically populates a figure if there is a difference in the amounts on the WOLFS-104, WOLFS-104a, and WOLFS-104b from the appropriation lines on the WOLFS-112.

CLAIMANT CERTIFICATION

CLAIMANT CERTIFICATION - REQUIRED

I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:

1. **This voucher is for travel on official business of the State, and is true and accurate.**
2. **Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.**
3. **I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.**
4. **The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.**

Claimant Signature (in ink) **Date**

- Claimant's signature must be the same as the claimant name in the Claimant Information block.
- Claimant, by signing his name, certifies the claim under penalty of false swearing W.S. 9-3-102(g).
- *Each agency should have a documented internal control procedure describing the agency process used to give reasonable assurance only certified claims are entered into WOLFS.*

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED

This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

Agency Head/Designee **Date**

- Agency approval is based on statutes, as well as Executive orders, memoranda from the Governor, the travel instructions, and applicable memoranda from SAO.
- These statutes require certain controls and assign responsibility.

AGENCY INTERMEDIARY APPROVAL

AGENCY INTERMEDIARY APPROVAL - OPTIONAL

I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable reqiuirements for payment.

Agency Fiscal Approver **Date**

- This may be used by the agency if its internal control procedures require intermediary approval from additional personnel.

AGENCY OPTIONAL USE

- This section is optional for agency use.
- May be used to track input into WOLFS.

WOLFS-112 CODING CONTINUATION SHEET

WOLFS-112 Coding Continuation

Claimant Number _____ Invoice _____

AGENCY AUTHORIZED USE ONLY

LINE NO	EVENT TYPE	LINE DESCRIPTION						LINE AMOUNT	BUD FY	FY	VENDOR INVOICE				INV LINE
01															
INVOICE DATE		CHECK DESCRIPTION													
							REFERENCE		DOC CODE	DOC DEPT		VNDR LINE	COM LINE	ACCT LINE	REF TYPE
	FUND	DEPT	UNIT	APPR UNIT	OBJ/ REV	SUB OBJ					DOCUMENT ID				
									REV	FUNCTION	PROGRAM	PHASE	PROG PERIOD	B/S ACCT	

LINE NO	EVENT TYPE	LINE DESCRIPTION						LINE AMOUNT	BUD FY	FY	VENDOR INVOICE				INV LINE
02															
INVOICE DATE		CHECK DESCRIPTION													
							REFERENCE		DOC CODE	DOC DEPT		VNDR LINE	COM LINE	ACCT LINE	REF TYPE
	FUND	DEPT	UNIT	APPR UNIT	OBJ/ REV	SUB OBJ					DOCUMENT ID				
									REV	FUNCTION	PROGRAM	PHASE	PROG PERIOD	B/S ACCT	

LINE NO	EVENT TYPE	LINE DESCRIPTION						LINE AMOUNT	BUD FY	FY	VENDOR INVOICE				INV LINE
03															
INVOICE DATE		CHECK DESCRIPTION													
							REFERENCE		DOC CODE	DOC DEPT		VNDR LINE	COM LINE	ACCT LINE	REF TYPE
	FUND	DEPT	UNIT	APPR UNIT	OBJ/ REV	SUB OBJ					DOCUMENT ID				
									REV	FUNCTION	PROGRAM	PHASE	PROG PERIOD	B/S ACCT	

LINE NO	EVENT TYPE	LINE DESCRIPTION						LINE AMOUNT	BUD FY	FY	VENDOR INVOICE				INV LINE
04															
INVOICE DATE		CHECK DESCRIPTION													
							REFERENCE		DOC CODE	DOC DEPT		VNDR LINE	COM LINE	ACCT LINE	REF TYPE
	FUND	DEPT	UNIT	APPR UNIT	OBJ/ REV	SUB OBJ					DOCUMENT ID				
									REV	FUNCTION	PROGRAM	PHASE	PROG PERIOD	B/S ACCT	

LINE NO	EVENT TYPE	LINE DESCRIPTION						LINE AMOUNT	BUD FY	FY	VENDOR INVOICE				INV LINE
05															
INVOICE DATE		CHECK DESCRIPTION													
							REFERENCE		DOC CODE	DOC DEPT		VNDR LINE	COM LINE	ACCT LINE	REF TYPE
	FUND	DEPT	UNIT	APPR UNIT	OBJ/ REV	SUB OBJ					DOCUMENT ID				
									REV	FUNCTION	PROGRAM	PHASE	PROG PERIOD	B/S ACCT	

WOLFS-104b ACTUAL EXPENSE SHEET

WOLFS-104b Actual Expenses Sheet

VC _____ Claimant Number

_____ Invoice #

TRAVEL SUMMARY

Date	Travel From to City/Place	Travel to City/Place	Actual Expense				Mileage			Total
			Lodging	Bkfast	Lunch	Dinner	Miles	Rate per Mile	Amount	
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
		Totals	-	-	-	-			-	-

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Other Reimbursable Expenses	-

INCIDENTAL EXPENSES

Date	Description	Amount
	Total Incidental Expenses	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Transportation Expenses (Other than Mileage)	-

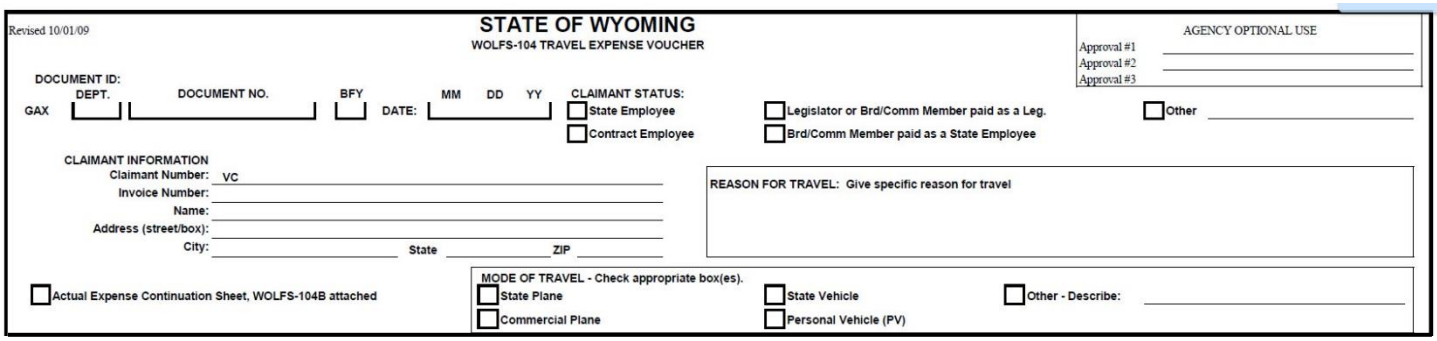
EXPENSE CATEGORY TOTALS

Total Lodging	$ -
Total Meals	$ -
Total Mileage	$ -
Total Other Reimbursable Expenses	$ -
Total Incidental Expenses	$ -
Total Transportation Expenses (Other than Mileage)	$ -
Total WOLFS-104b	$ -

Revised July 2016

DETAILS ON HOW TO COMPLETE EACH SECTION OF THE WOLFS-104b FORM BY SECTION:

- *Note: If a claimant is seeking payment for actual expenses, **prior approval MUST** be given by the Agency Director and there **MUST** be documentation included in the travel packet denoting approval.*
- Use the WOLFS 104b if claimant seeks payment for actual expenses for all categories of allowable expenses
    - Lodging
    - Meals
    - Incidental Expenses
    - Reimbursable Expenses
    - Transportation Expenses
- Follow the "Requirements Prior to Travel" guidance noted previously.
- Review the WOLFS-104 Lodging Reimbursement Options for guidance to determine which form should be used.
- Review the WOLFS-104 Meal Reimbursement Options for guidance to determine which form should be used.


Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID:
GAX DEPT. DOCUMENT NO. BFY DATE: MM DD YY

CLAIMANT STATUS:
State Employee
Contract Employee
Legislator or Brd/Comm Member paid as a Leg.
Brd/Comm Member paid as a State Employee
Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name:
Address (street/box):
City: State ZIP

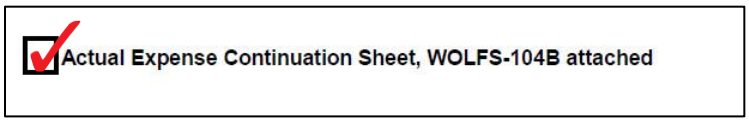
REASON FOR TRAVEL: Give specific reason for travel

Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
State Plane
Commercial Plane
State Vehicle
Personal Vehicle (PV)
Other - Describe:

WOLFS 104 HEADER INFORMATION

- Fill out the top section of the WOLFS-104 Travel Expense Voucher as you would have for Reimbursement Rate.
- This includes: Document ID, Claimant Status, Claimant Information, Reason for Travel, and Mode of Travel.



- Check the "Actual Expense Continuation Sheet, WOLFS-104b attached" check box.

WOLFS-104 REMARKS, TOTALS, AND CERTIFICATION

REMARKS

CLAIMANT CERTIFICATION - REQUIRED

I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:

1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Claimant Signature (in ink) Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED

This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

Agency Head/Designee Date

FORMS TOTALS

Total WOLFS-104	$ -
Total WOLFS 104b	$ -
TOTAL CLAIM	$ -
Total WOLFS-112	$ -
Out of Balance Condition	$ -

AGENCY INTERMEDIARY APPROVAL - OPTIONAL

I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable reqiuirements for payment.

Agency Fiscal Approver Date

- See instructions for Remarks, Form Totals, Claimant Certification, Voucher Payment Agency Head/Designee Approval, and Agency Intermediary Approval in the WOLFS-104 explanation above.

WOLFS-104B – COMPLETE THE REMAINING SECTIONS ON THE WOLFS-104b.

TRAVEL SUMMARY

TRAVEL SUMMARY

Date	Travel From to City/Place	Travel to City/Place	Actual Expense				Mileage			Total
			Lodging	Bkfast	Lunch	Dinner	Miles	Rate per Mile	Amount	
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
		Totals	-	-	-	-			-	-

- TRAVEL SUMMARY: DATE & DESTINATION
  - DATE
    - All dates MUST be listed on the Travel Summary. This will include the departure date, return date, and all dates in between.
    - Each date must be listed on a separate line.
  - TRAVEL FROM CITY/PLACE
    - Enter the location where the claimant began official travel on the first line of the Travel Summary.
  - TRAVEL TO CITY/PLACE
    - Enter the destination where the claimant *obtained lodging*.
    - W.S. 9-3-012 (h)(i): "*Destination* means the location of the claimant at midnight, or if still traveling at midnight, the location where lodging is secured."
    - *Note: Even if a claimant is working in one location all day, then travels to spend the night in a different location, the lodging and per diem rates will apply for the location where the claimant is spending the night, regardless of where he worked during the day.*
    - *Be sure to also include any constructed travel dates or interrupted travel dates in this section.*
- TRAVEL SUMMARY: ACTUAL EXPENSE LODGING & MEALS
  - LODGING

        - Enter the actual expense for lodging, including tax, for each day of travel.
    - MEAL EXPENSES (Breakfast, Lunch, Dinner)
        - A meal is defined in W.S. 9-3-102(h)(iii): "Meal means expenses for breakfast, lunch, dinner and related tips and taxes, but does not include expenses incurred for alcoholic beverages, entertainment or any expenses incurred for other persons."
        - Receipts are required for all meals over $15.00, including tax and tip, unless the Agency's policy requires a receipt for all purchases. Refer to your Agency's Travel Policies.
        - *Note: If any expenses were paid for or billed directly to the State, they cannot be itemized as expenses to the claimant. For example, if a seminar registration fee included payment for a dinner and the claimant chose not to attend it and buy dinner elsewhere, the claimant may not be reimbursed for the expense of the dinner elsewhere.*
- TRAVEL SUMMARY: MILEAGE
    - See instructions for Mileage in WOLFS-104 explanation above.
- TRAVEL SUMMARY: TOTAL
    - This is the total amount being claimed for actual reimbursement for lodging and mileage expenses.
    - "Total Actual Lodging and Mileage Expenses" is an automatically calculated field in the Excel form and should equal the total of the cross footings for each line.

OTHER REIMBURSABLE EXPENSES

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Other Reimbursable Expenses	-

- See instructions for Other Reimbursable Expenses in WOLFS-104 explanation above.

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Transportation Expenses (Other than Mileage)	-

- See instructions for Transportation Expenses in the WOLFS-104 explanation above.

INCIDENTAL EXPENSES

INCIDENTAL EXPENSES

Date	Description	Amount
	Total Incidental Expenses	$ -

- Incidental expenses are not the same under Wyoming statutes as "Reimbursable Expenses".
- W.S. 9-3-102 (h)(ii) defines incidental expenses as "…fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, or stewardesses and others on ships and hotel servants in foreign countries."
- The agency director through agency policy may decide to set limits on the amount of "incidental expenses" to be reimbursed when the actual expense method is being used.
    - For example, the gratuity limit on meals could be set at 20% of the actual cost of the meal, excluding alcoholic beverages.
    - Fees and tips for skycaps, bellhops, porters, and hotel maids may also be specifically set out by the individual agency.
    - The State Auditor's Office does not dictate whether "incidental expenses" incurred under the actual expense method are reasonable; that decision lies with each Agency Director.

EXPENSE CATEGORY TOTALS

EXPENSE CATEGORY TOTALS	
Total Lodging	$ -
Total Meals	$ -
Total Mileage	$ -
Total Other Reimbursable Expenses	$ -
Total Incidental Expenses	$ -
Total Transportation Expenses (Other than Mileage)	$ -
Total WOLFS-104b	$ -

- Total Lodging - the sum of all amounts in the "Actual Expense/Lodging" column this field will be calculated automatically.
- Total Meals - the sum of all amounts in the "Actual Expense/Breakfast, Lunch, and Dinner" columns will be calculated automatically.
- Total Mileage - the sum of all amounts in "Mileage/Amount" column will compute automatically.
- Total Other Reimbursable Expenses – the sum of all amounts in the "Total Reimbursable Expenses" column will compute automatically.
- Total Incidental Expenses – the sum of all amounts in the "Incidental Expenses" column will compute automatically.
- Total Transportation Expenses (Other than Mileage) – the sum of all amounts in the "Transportation Expenses (Other than Mileage)" column will compute automatically.

WOLFS-104C CERTIFICATION STATEMENT FOR TRAVEL RECEIPTS LOST, MISPLACED OR NOT RECEIVED:

When the statutes or agency policy require receipts and a receipt is not available, claimant may certify the expense on a WOLFS-104c Certification Statement of Travel Receipts Lost, Misplaced or Not Received.

This form can be found on the State Auditor's website.

STATE OF WYOMING

WOLFS-104c
Certification Statement for Travel Receipts Lost, Misplaced or Not Received

Claimant's Name: _____
Department: _____
VC #: _____

Company Name: _____
Date of Expense: _____
Description of Expense: _____
Amount: _____

Traveler's Certification:
I certify subject to the provisions of W.S. 6-5-303 and its penalties that the foregoing certification is an accurate statement attesting to the loss, misplacement or non-receipt of a receipt in accord with W.S. 9-3-103.

_____ _____
Signature Date

ONE DAY MEAL REIMBURSEMENT FORM

STATE OF WYOMING

ONE-DAY MEAL REIMBURSEMENT FORM

Employee Information

Name _____ Employee ID # _____

Payment will be made by Agency (Department or Division)

IMPORTANT: In the Reason for Claim Field, give the specific business reason for being away from headquarters. A receipt is required when a meal claimed exceeds $15.00, including gratuity and tax.

TOTAL REIMBURSEMENT	$ -

Trip 1									Select One	
Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	In-State	Out-of-State
			-				-	-		

Reason for Claim: _____

Trip 2									Select One	
Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	In-State	Out-of-State
			-				-	-		

Reason for Claim: _____

Trip 3									Select One	
Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	In-State	Out-of-State
			-				-	-		

Reason for Claim: _____

Trip 4									Select One	
Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	In-State	Out-of-State
			-				-	-		

Reason for Claim: _____

Trip 5									Select One	
Date	Destination City	M&IE Allowance for Destination	75% of Allowance	Actual Bkfast	Actual Lunch	Actual Dinner	Total Actual	Day Total Reimb.	In-State	Out-of-State
			-				-	-		

Reason for Claim: _____

CLAIMANT CERTIFICATION - REQUIRED

I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:

1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Claimant Signature (in ink) _____ Date _____

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED

This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

Agency Head/Designee Signature (in ink) _____ Date _____

Revised 1/26/09

ONE DAY MEAL REIMBURSEMENT FORM DISCUSSED

- If an employee wants to be reimbursed for one-day meals, the employee must prepare the One-Day Meal Reimbursement Form.
- Employees may receive reimbursement for "actual" meal expenses incurred while on a one-day round trip for official business.
- Total reimbursement for "actual" meal expenses cannot exceed 75% of the daily meal and incidental expense allowance for the location of the official business.
    - W.S. 9-3-102(b)
- Reimbursement for this type of expense must be included as part of the employee's gross taxable income.
- Voucher Coding
    - The pay event entry on the HR Payroll System will determine the object/sub-object in WOLFS.
- Frequency of Submission
    - Agency must set a monthly cut-off for the One-Day Meal Reimbursement form to be accepted for entry into the agency's monthly payroll process.
    - Any claim vouchers which do not meet the deadline will need to be entered into the following month's payroll process.
- Voucher contains only 5 one-day round trip claims. If employee needs more than this during a payroll cycle, the employee must use a second form.
- Receipts are not required for meals unless the cost exceeds $15 for a meal, including tax and tip, unless the Agency's policy requires a receipt for all purchases. Refer to your Agency's Travel Policies.
    - Cannot include alcoholic beverages, entertainment, or any other expenses incurred for other persons.
- Requirements for Form Completion – For each one day trip where "actual" meal expense(s) are claimed, the following information must be listed:
    - Date
    - Destination city
    - Actual amount claimed for each meal, including gratuity and taxes
    - Total of amount(s) claimed for the date
    - M&IE allowance for destination
    - Describe the specific purpose of official business conducted
    - Certification by the employee and approval signature by the agency director or designee

WOLFS-104 LODGING REIMBURSEMENT OPTIONS

- REIMBURSEMENT RATE METHOD:
    - Lodging allowance set by some predetermined amount, based upon the city of lodging.
    - This "Reimbursement Rate" is the same for any hotel, motel, or other commercial lodging located in that city.
    - This amount cannot exceed the published federal travel regulation rates in effect at the time of travel.
    - Complete the WOLFS-104 to enter the lodging for the Reimbursement Option.
- ACTUAL EXPENSES METHOD:
    - Claimant is paid what he was actually charged for his lodging if "specific prior trip approval has been given by the head of the respective agency." (W.S. 9-3-102(d)(i))
    - This method may be used if actual expenses are more than the reimbursement rates under the reimbursement rate method.
    - Use the WOLFS-104 if the claimant is using the Meal & Incidental Expense (M&IE) reimbursement method.
    - Use the WOLFS-104b if the claimant is claiming actual meal expenses.
- Under both methods, claimant must submit a receipt for lodging to the agency for payment to be made.

WOLFS-104 MEAL REIMBURSEMENT OPTIONS

- REIMBURSEMENT RATE METHOD:
    - A daily allowance for meals and incidental expenses using some predetermined amount, based on the city of destination.
        - Incidental Expenses are included in the M&IE calculation and should not be claimed separately in the "Other Reimbursable Expenses" area on the WOLFS-104. These include:
            - Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses
            - None of these incidental expenses are to be listed separately when claimant is using the M&IE method.
    - This amount cannot exceed the published federal travel regulation rates in effect at the time of travel.
    - Per Diem Rates
        - *Please note, the following screen shots are per diem rates for Federal Fiscal Year 2016 and may be out of date at the time you read this How-To Guide. Please find the current rates at the GSA Website.*

FY 2016 Per Diem Rates for Wyoming

(October 2015 - September 2016)

Example

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

You searched for: **Wyoming**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes) 2015 Oct	Nov	Dec	2016 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	Applies for all locations without specified rates	$89	$89	$89	$89	$89	$89	$89	$89	$89	$89	$89	$89	$51
Cody	Park	$102	$102	$102	$102	$102	$102	$102	$102	$139	$139	$139	$139	$64
Evanston / Rock Springs	Sweetwater / Uinta	$97	$97	$97	$97	$97	$97	$97	$97	$97	$97	$97	$97	$59
Gillette	Campbell	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$59
Jackson / Pinedale	Teton / Sublette	$119	$119	$119	$119	$119	$119	$119	$119	$179	$179	$179	$179	$74

- MEALS DEDUCTED FROM M&IE
  - When the M&IE reimbursement rate method is used, meals which are ALREADY covered in a registration, conference, or seminar fee paid for by the State must be deducted and shown in the appropriate space in the "Meals Deducted from M&IE Reimbursement Rate" columns.
  - W.S. 9-3-102(a)(i) says: "Meal expenses, either directly billed to the state, or included in registration, seminar and conference fees paid by the state on behalf of the state officer or employee are considered part of the meal and incidental expense allowance and shall be deducted from the allowance claim of the state officer or employee."
  - M&IE Breakdown
    - *Please note, the following screen shots are per diem rates for Federal Fiscal Year 2016 and may be out of date at the time you read this How-To Guide. Please find the current rates at the GSA Website.*

Example

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
$51	$11	$12	$23	$5
$54	$12	$13	$24	$5
$59	$13	$15	$26	$5
$64	$15	$16	$28	$5
$69	$16	$17	$31	$5
$74	$17	$18	$34	$5

- ACTUAL EXPENSES METHOD:
    - Claimant is paid what he was *actually charged* for his meals, including tax and gratuity.
    - This method may be used if actual expenses exceed the reimbursement rates under the reimbursement rate method.
    - ***Specific prior trip approval*** needs to be given by the head of the respective agency for each trip using this method.
    - Claimant may claim incidental expenses under the Actual Expense Method that were not allowed to be claimed under the M&IE Method.

PERSONAL TRAVEL COMBINED WITH STATE OFFICIAL BUSINESS

- INTERRUPTED TRAVEL:
    - Interrupted travel is defined as "an interruption of official duties in the middle of a business trip."
    - Travel expenses may be claimed up to the day interrupted travel begins.
    - Upon completion of the interrupted travel status, travel expenses may again be claimed.
    - *Prior approval of interrupted travel dates must be approved by the Agency Director prior to the trip.*
    - *The claimant must indicate on the travel voucher the times of day and dates when interrupted travel began and ended.*
- CONSTRUCTED TRAVEL:
    - "Constructed Travel" occurs when there is a delay before or after commencement of official travel.
    - If constructed travel is taken on "work days," the employee must take Annual Leave for the days they are on constructed travel.
    - Reimbursement for expenses, other than for transportation, will begin to accrue based on the date the claimant would have reasonably been expected to arrive at their official business destination.
    - Reimbursement for expenses will continue to accrue through the date the claimant would have been expected to return to their official business location or home.
    - *Prior approval of constructed travel dates must be approved by the Agency Director prior to the trip.*
    - *The claimant must indicate on the travel voucher the times of day and dates when constructed travel began and ended.*

IMPORTANT NOTES AND TIPS

- There are many times when travel is gray (not black and white).
- When there are questions about whether or not a charge is allowable, discuss with your agency director on what is appropriate.
    - Just remember, if the agency director makes exceptions for one employee, it needs to be standard for all employees.
- DOCUMENTATION, DOCUMENTATION, DOCUMENTATION!!!
    - Make sure there is documentation supporting the travel. This includes:
        - All required invoices for the employee's trip
        - Travel request forms
        - Conference Agendas if available
        - Documentation noting director approval if there is anything out of the ordinary.
- Travel reimbursement is ONLY for the employee claiming the reimbursement. An employee cannot claim another employee's reimbursement.
- M&IE Reimbursement Rate is the rate for the city the employee is **staying the night** in.
    - So, if an employee works all day in Jackson, then travels to Riverton and spends the night in Riverton, the per diem for that day would be the rate for Riverton.
- On the GSA Per Diem site, the counties are listed with a major city in the county (if the rates vary from the Standard Rate). If the employee is traveling to a city or town located in the county, but it is not specifically listed on the website, it will still follow the county's rate.
- M&IE is broken out into Breakfast, Lunch, Dinner and Incidentals on the GSA Per Diem site.
- If you are using a State Vehicle from Motor Pool, please review the A&I Vehicle Use Policies and Procedures.
- There is nothing in State Statute which indicates that there has to be a 50 mile limit for travel reimbursement.
    - Additionally, within the IRS Code, the 50 mile rule deals more with **moving expenses** rather than travel allowance. The IRS Code describes a "Sleep and Rest" criteria for reimbursing lodging and meals.
        - Was the employee required to be away from their permanent residence for longer than 24 hours, such that it was necessary for them to stop for substantial sleep or rest to properly perform their duties while traveling away from home on business?
        - In this case, the employee would be reimbursed for meals and lodging.
    - This should be pre-approved by your agency director as well.

SCENARIO 1: REGULAR TRAVEL

- Betty travels from Cheyenne to Rawlins for a staff retreat
- Travel Dates are Monday, January 11 through Thursday, January 14

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID:
GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Betty Davis
Address (street/box): 4040 Central Street.
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Staff Retreat in Rawlins, WY

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[x] State Vehicle
[ ] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Lunch	Dinner	Claimant M&IE	Mileage: Miles	Rate Per Mile	Amount	Total
01/11/16	Cheyenne	Rawlins			94.34	51.00				38.25			-	132.59
01/12/16	Rawlins	Rawlins			94.34	51.00				51.00			-	145.34
01/13/16	Rawlins	Rawlins			94.34	51.00				51.00			-	145.34
01/14/16	Rawlins	Cheyenne				51.00				38.25			-	38.25
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -	$	282.02					$ 178.50			$ -	$ 461.52

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$	461.52
Total WOLFS 104b	$	-
TOTAL CLAIM	$	461.52
Total WOLFS-112	$	-
Out of Balance Condition	$	461.52

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Betty Davis — Claimant Signature (in ink) — 1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

John Bossman — Agency Head/Designee — 1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

- Fill out Reason for Travel
- Check State Employee for Claimant Status
- Check State Vehicle for Mode of Travel
- Travel Dates are Monday, January 11 through Thursday, January 14
- Uses Federal Rate for hotel and per diem
  - $89 per night for hotel
  - $51 per day for M&IE (rate for Rawlins)
  - http://www.gsa.gov/portal/category/100120
- Claimant certification completed by employee
- Voucher Payment Agency Head/Designee Approval completed
- *This example includes a fictitious tax rate of 6%. Other examples will not have a tax rate for easier comparison to the lodging and M&IE rates on the GSA website.*

SCENARIO 2: TRAVEL TO MULTIPLE LOCATIONS

- John travels from Cheyenne to Riverton to Cody and to Jackson in one trip.
  - Travel Dates are Monday, January 11 through Friday, January 15
  - Staying in the following cities the following nights:
    - Monday – Riverton
    - Tuesday – Cody
    - Wednesday – Cody
    - Thursday – Jackson
  - **Remember that the rates for M&IE and hotel are for the location where the employee spent the night. For the final day of travel, the rate is 75% of the rate where the employee stayed the day before.**

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID: GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: John Smith
Address (street/box): 123 Main Street
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
School Blitz Audit - Fremont County, Park County, Teton County

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[x] State Vehicle
[ ] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rat	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Lunch	Dinner	Claimant M&IE	Mileage: Miles	Rate Per Mile	Amount	Total
01/11/16	Cheyenne	Riverton			89.0	51.00				38.25			-	127.25
01/12/16	Riverton	Cody			102.0	64.00				64.00			-	166.00
01/13/16	Cody	Cody			102.0	64.00				64.00			-	166.00
01/14/16	Cody	Jackson			119.0	74.00				74.00			-	193.00
01/15/16	Jackson	Cheyenne				74.00				55.50			-	55.50
										-			-	-
										-			-	-
		TOTALS	$ -	$	412.0					$ 295.75			$ -	$ 707.75

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ 707.75
Total WOLFS 104b	$ -
TOTAL CLAIM	$ 707.75
Total WOLFS-112	$ -
Out of Balance Condition	$ 707.75

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

John Smith — Claimant Signature (in ink)
1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

John Bossman — Agency Head/Designee
1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

- Travel Dates are Monday, January 11 through Friday, January 15
- Uses Federal Rate for hotel and per diem
  - $89 per night for hotel in Riverton
  - $102 per night for hotel in Cody
  - $119 per night for hotel in Jackson

- $51 per day for M&IE in Riverton
- $64 per day for M&IE in Cody
- $74 per day for M&IE in Jackson
- http://www.gsa.gov/portal/category/100120

SCENARIO 3: DEDUCTIBLE MEALS

- Mary attends a conference in Casper.
  - The conference times are 7:00-5:00 on Tuesday, January 12 and 7:00-3:00 on Wednesday, January 13
  - The agenda for the conference shows a welcome brunch both mornings
  - The agenda also shows two working lunch sessions with speakers both afternoons
  - Mary will travel on Monday to Casper and stay the night Monday night
  - The agency previously paid for the conference fees

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID: GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Mary Jones
Address (street/box): 123 Main Street
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Conference for Autism

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[x] State Vehicle
[ ] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Deductible Meals: Lunch	Deductible Meals: Dinner	Claimant M&IE	Mileage: Miles	Mileage: Rate Per Mile	Mileage: Amount	Total
01/11/16	Cheyenne	Casper			89.00	51.00				38.25			-	127.25
01/12/16	Casper	Casper			89.00	51.00	11.00	12.00		28.00			-	117.00
01/13/16	Casper	Cheyenne				51.00				38.25			-	38.25
										-			-	-
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -		$ 178.00					104.50			$ -	$ 282.50

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ 282.50
Total WOLFS 104b	$ -
TOTAL CLAIM	$ 282.50
Total WOLFS-112	$ -
Out of Balance Condition	$ 282.50

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Mary Jones — Claimant Signature (in ink) — 1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim."

John Bossman — Agency Head/Designee — 1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

- Travel Dates are Monday, January 11 through Wednesday, January 13
- Uses Federal Rate for hotel and per diem
  - $89 per night for hotel in Casper
  - $51 per day for M&IE in Casper
  - Review the "Meals & Incidental Expenses Breakdown (M&IE) link for the breakdown of meal allowances to deduct on the WOLFS 104 form.

    - *Note that by W.S. 9-3-102(a), the employee is allowed 75% of the previous day's rate on day of return. So, although the breakfast and lunch for the conference was included the final day, the employee will STILL receive 75% of the prior day's rate regardless.*
- *Be mindful as you are reviewing the travel forms, if the employee is attending a conference or training, make sure that they are including the agenda for the conference to determine if any of the meals were already included in the price of the registration fees.*

SCENARIO 4: ACTUAL LODGING WITH M&IE

- Mark attends payroll training in Jackson during their busy season. Hotels are not honoring the federal rate, so Mark will have to go actual on his hotel stay. Mark has two options for claiming meals. In this example, he uses the M&IE Rate for meal reimbursement.
    - Travel Dates are Monday, January 11 through Wednesday, January 13

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID: GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Mark James
Address (street/box): 22 W. 10th Street
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Payroll Training

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[x] State Vehicle
[ ] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Lunch	Dinner	Claimant M&IE	Mileage: Miles	Rate Per Mile	Amount	Total
01/11/16	Cheyenne	Jackson		210.00		74.00				55.50			-	265.50
01/12/16	Jackson	Jackson		210.00		74.00				74.00			-	284.00
01/13/16	Jackson	Cheyenne				74.00				55.50			-	55.50
										-			-	-
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -	$ 420.00						$ 185.00			$ -	$ 605.00

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ 605.00
Total WOLFS 104b	$ -
TOTAL CLAIM	$ 605.00
Total WOLFS-112	$ -
Out of Balance Condition	$ 605.00

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Mark James — Claimant Signature (in ink)
1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

John Bossman — Agency Head/Designee
1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

- Travel Dates are Monday, January 11 through Wednesday, January 13
- Uses Actual Lodging Expense
    - $210 per night in Jackson
- Uses Federal rate for per diem
    - $74 per day for M&IE in Jackson
    - 75% of the $74 M&IE rate for Jackson on the day of return

SCENARIO 5: ACTUAL LODGING WITH ACUTAL MEALS

- Mark attends payroll training in Jackson during their busy season. Hotels are not honoring the federal rate, so Mark will have to go actual on his hotel stay. Mark has two options for claiming meals. In this example, he uses the Actual Meals Rate for meal reimbursement.
- Travel Dates are Monday, January 11 through Wednesday, January 13

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID:
GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01-25-16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Mark James
Address (street/box): 22 W. 10th Street
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Payroll Training

[X] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[X] State Vehicle
[ ] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals Bkfast	Deductible Meals Lunch	Deductible Meals Dinner	Claimant M&IE	Mileage Miles	Mileage Rate Per Mile	Mileage Amount	Total
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
										-			-	-
		TOTALS	$ -	$ -						$ -			$ -	$ -

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ -
Total WOLFS 104b	$ 529.96
TOTAL CLAIM	$ 529.96
Total WOLFS-112	$ -
Out of Balance Condition	$ 529.96

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Mark James — Claimant Signature (in ink)
1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

John Bossman — Agency Head/Designee
1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

SCENARIO 5: ACTUAL LODGING WITH ACUTAL MEALS (CONT.)

WOLFS-104b Actual Expenses Sheet

VC _____ Claimant Number _____ Invoice # _____

TRAVEL SUMMARY

Date	Travel From to City/Place	Travel to City/Place	Actual Expense				Mileage			Total
			Lodging	Bkfast	Lunch	Dinner	Miles	Rate per Mile	Amount	
01/11/16	Cheyenne	Jackson	210.00		8.14	27.00			-	245.14
01/12/16	Jackson	Jackson	210.00	6.25	14.77	38.00			-	269.02
01/13/16	Jackson	Cheyenne		6.25	9.55				-	15.80
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
		Totals	420.00	12.50	32.46	65.00			-	529.96

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Other Reimbursable Expenses	-

INCIDENTAL EXPENSES

Date	Description	Amount
	Total Incidental Expenses	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Transportation Expenses (Other than Mileage)	-

EXPENSE CATEGORY TOTALS

Total Lodging	$ 420.00
Total Meals	$ 109.96
Total Mileage	$ -
Total Other Reimbursable Expenses	$ -
Total Incidental Expenses	$ -
Total Transportation Expenses (Other than Mileage)	$ -
Total WOLFS-104b	$ 529.96

- Travel Dates are Monday, January 11 through Wednesday, January 13
- Mark will have to complete the WOLFS-104b Actual Expenses Sheet
- Check the "Actual Expenses Continuation Sheet, WOLFS-104B attached" box in order to populate the travel form
- Uses Actual Lodging Expense
    - $210 per night in Jackson
- Mark must keep track of his meal spending to list each amount paid for each meal each day. Remember, all meals over $15 must be accompanied with a receipt.
    - Mark would need to supply receipts for both of his claimed dinners.

SCENARIO 6: INTERRUPTED TRAVEL

- Jane attends a commission meeting in Riverton. The meeting is a day and a half long, beginning on Tuesday, January 12. She also has a special committee board meeting on Friday, January 15. She drives up on Monday in her personal vehicle.
- Her family lives in Lander, so she has requested, and was approved, to have a personal day after her meeting. Jane spends the night Wednesday at her family's home. She returns to Riverton Thursday night to spend the night at the hotel her meeting is at the next morning. Jane drives back to Cheyenne on Friday after her meeting.

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID: GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Jane Doe
Address (street/box): 7231 N. Main
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Commission Meeting 1/12/16 - 1/13/16
Personal Day 1/14/16 to visit family in Lander, WY
Special Committee Board Meeting 1/15/16

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[ ] State Vehicle
[X] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals: Bkfast	Lunch	Dinner	Claimant M&IE	Miles	Mileage: Rate Per Mile	Amount	Total
01/11/16	Cheyenne	Riverton			89.00	51.00				38.25	270	0.340	91.80	219.05
01/12/16	Riverton	Riverton			89.00	51.00				51.00			-	140.00
01/13/16	Riverton	Riverton				51.00			23.00	28.00			-	28.00
01/14/16	Lander	Lander			89.00					-			-	89.00
01/15/16	Riverton	Cheyenne				51.00				38.25	270	0.340	91.80	130.05
										-			-	-
										-			-	-
		TOTALS	$ -	$	267.00					155.50			183.60	$ 606.10

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ -

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
	Total Listed Transportation Expenses (Other Than Mileage)	$ -

REMARKS

FORMS TOTALS

Total WOLFS-104	$ 606.10
Total WOLFS 104b	$ -
TOTAL CLAIM	$ 606.10
Total WOLFS-112	$ -
Out of Balance Condition	$ 606.10

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Jane Doe — Claimant Signature (in ink)
1/23/16 — Date

VOUCHER PAYMENT AGENCY HEAD/DESIGNEE APPROVAL - REQUIRED
This voucher is approved for payment. W.S. 9-3-102(a)(ii) states, "The head of the agency to be charged for the expenses, or his designee, shall approve the claim for payment. State officers or employees shall not approve their own claims. The head of the agency is responsible to determine the veracity of each claim[.]"

John Bossman — Agency Head/Designee
1/24/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL
I have read W. S. 9-3-102 and 9-3-103, the current Travel Instructions and Forms provided by the State Auditor's Office, applicable Executive Orders or memoranda, and any applicable agency travel policy. This voucher appears to comply with all applicable requirements for payment.

Agency Fiscal Approver — Date

- Jane will not receive any reimbursement for the day she is on interrupted travel.
- Jane will receive the following amounts for meals:
  - 75% M&IE for her first day of Travel (Monday) and her last day of travel (Friday).
  - 100% of M&IE for the day she was at her meeting (Tuesday).
  - 100% of M&IE on Wednesday, less the portion for dinner (as her meeting was done at lunch time).
  - $0 on Thursday for her day of interrupted travel.

- Use Google Maps, a Wyoming State Map or the Mileage Table tab in the WOLFS-104 to determine mileage from Cheyenne to Riverton.

SCENARIO 7: CONSTRUCTED TRAVEL

- Bob arranged and paid for the airfare, registration fee, and hotel himself on his personal credit card for a fraud conference in Las Vegas (Monday 1/11 to Thursday 1/14).
- Bob will go actual on lodging, then M&IE for meal reimbursement.
    - Hotel Room: $150/night
    - Registration Fees: $900
    - Baggage Fees: $50 each way
- He received a package deal for the trip that included the airfare, hotel, and other miscellaneous charges, such as flight insurance ($21), baggage insurance ($10), and travel delay insurance ($10).
- Bob was driven to DIA on Sunday 1/10 by his wife, Phyllis, to be dropped off for the flight for the conference. Phyllis then returned to Cheyenne after dropping Bob off. She will drive back to DIA and park at the airport on Thursday morning 1/14 to fly out to meet Bob for an extended vacation after his conference is over. They will both fly back on a red-eye flight, leaving Las Vegas at 11:00pm Sunday 1/17. They will arrive back in Denver at 1:00am Monday 1/18, and drive back to Cheyenne together.
    - It is 107 miles from Bob's office to DIA
    - It is 120 miles from Bob's home to DIA
- Bob gave gratuity to (i.e. tipped) the shuttle drivers on the shuttle from the airport to the hotel in Las Vegas. He also tipped the shuttle driver at DIA.
- The conference for the employee ended at 4:00 pm on 1/14. Had he come straight home without constructed travel, there was a flight option to fly back to DIA at 8:30.
- Bob lost a receipt for his baggage fee.
- At Bob's training, there were working lunch sessions each day.
- *Some items to consider:*
    - *Would you reimburse Bob for the insurance (flight, baggage, trip delay)?*
    - *What days should parking be reimbursed? At what rate?*
    - *Should the employee be reimbursed for tipping?*
    - *What should be done about the missing receipt for baggage?*
    - *What days would the employee receive reimbursement?*
    - *What can the employee claim for mileage? At what rate?*

SCENARIO 7: CONSTRUCTED TRAVEL (CONT.)

Revised 10/01/09

STATE OF WYOMING
WOLFS-104 TRAVEL EXPENSE VOUCHER

AGENCY OPTIONAL USE
Approval #1
Approval #2
Approval #3

DOCUMENT ID: GAX | DEPT. 003 | DOCUMENT NO. | BFY | DATE: MM DD YY 01 - 25 - 16

CLAIMANT STATUS:
[X] State Employee
[ ] Contract Employee
[ ] Legislator or Brd/Comm Member paid as a Leg.
[ ] Brd/Comm Member paid as a State Employee
[ ] Other

CLAIMANT INFORMATION
Claimant Number: VC
Invoice Number:
Name: Bob Vance
Address (street/box): 1445 Scranton Pl.
City: Cheyenne State WY ZIP 82001

REASON FOR TRAVEL: Give specific reason for travel
Fraud Training in Las Vegas with contsructed travel

[ ] Actual Expense Continuation Sheet, WOLFS-104B attached

MODE OF TRAVEL - Check appropriate box(es).
[ ] State Plane
[ ] Commercial Plane
[ ] State Vehicle
[X] Personal Vehicle (PV)
[ ] Other - Describe:

TRAVEL SUMMARY

Date	Travel From City/Place	Travel To City/Place	Legis Daily Reimb. Rate	Actual Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals Bkfast	Lunch	Dinner	Claimant M&IE	Mileage Miles	Rate Per Mile	Amount	Total
01/10/16	Cheyenne	Las Vegas		150.00		64.00				48.00	107	0.340	36.38	234.38
01/11/16	Las Vegas	Las Vegas		150.00		64.00		16.00		48.00			-	198.00
01/12/16	Las Vegas	Las Vegas		150.00		64.00		16.00		48.00			-	198.00
01/13/16	Las Vegas	Las Vegas		150.00		64.00		16.00		48.00			-	198.00
01/14/16	Las Vegas	Las Vegas											-	-
01/15/16	Las Vegas	Las Vegas								-			-	-
01/16/16	Las Vegas	Las Vegas								-			-	-
		TOTALS	$ -		600.00					$ 288.00				960.76

OTHER REIMBURSABLE EXPENSES

Date	Description	Amount
11/30/15	Registration Fees for Fraud Conference	900.00
	Total Listed Reimb. Expenses (Including Continuation Sheet)	$ 900.00

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount
01/10/16	Round trip air fare DIA to Las Vegas	250.00
01/10/16	Baggage	50.00
01/10/16	Flight Insurance	10.50
01/17/16	Baggage	50.00
01/17/16	Flight Insurance	10.50
01/17/16	Parking at DIA	52.00
	Total Listed Transportation Expenses (Other Than Mileage)	$ 423.00

REMARKS

FORMS TOTALS

Total WOLFS-104	$ 2,283.76
Total WOLFS 104b	$ -
TOTAL CLAIM	$ 2,283.76
Total WOLFS-112	$ -
Out of Balance Condition	$ 2,283.76

CLAIMANT CERTIFICATION - REQUIRED
I certify the following by my signature below, under penalty of false swearing pursuant to W.S.6-5-303:
1. This voucher is for travel on official business of the State, and is true and accurate.
2. Each claimed expense is allowable to me under W.S. 9-3-102 or 9-3-103, executive orders and direction, agency policy, and SAO Travel Instruction.
3. I have complied with required procedures for approval of the travel and reimbursement of the submitted expenses.
4. The State of Wyoming has not paid or incurred any of the expenses claimed in this voucher.

Bob Vance — Claimant Signature (in ink)
1/23/16 — Date

AGENCY INTERMEDIARY APPROVAL - OPTIONAL

WOLFS-104a Travel Expense Voucher Continuation Sheet

VC — Claimant Number
Invoice

Date	Travel From City/Place	Travel To City/Place	Legis. Daily Reimb. Rate	Acutal Lodging Expense	Federal Lodging Reimb. Rate	Federal M&IE Reimb. Rate	Deductible Meals Bkfast	Lunch	Dinner	Claimant M&IE	Miles	Milage Rate Per Mile	Mileage Reimb.	Total
01/17/16	Las Vegas	Las Vegas								-			-	$ -
01/18/16	Las Vegas	Cheyenne				64.00				48.00	107	0.340	36.38	$ 84.38
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -
										-			-	$ -

OTHER REIMBURSEABLE EXPENSES

Date	Description	Amount

TRANSPORTATION EXPENSES (OTHER THAN MILEAGE)

Date	Description	Amount

SCENARIO 7: CONSTRUCTED TRAVEL (CONT.)

- Because Bob paid for the registration, hotel room, and airfare on his personal credit card, he will claim all of those expenses on his travel reimbursement form.
- Bob will receive M&IE reimbursement for his meals while he was attending training.
    - Bob will receive 75% M&IE at Las Vegas rate for his travel day, Sunday 1/10/16.
    - Bob will receive 100% M&IE at Las Vegas rate for his conference (Monday – Thursday), less the $16 for lunches as lunch was provided and included in the cost of the conference.
    - Because Bob then began his vacation on Friday, he would not receive any M&IE for Friday, Saturday, or Sunday.
    - Because Bob flew back at 11:00pm on Sunday night, you could either count that as his last day of travel, or Monday as the last day of travel, as that is when he returned to Cheyenne. Employee may not claim both days. This would be at Las Vegas M&IE rate.
- Bob will not get reimbursed for tipping the shuttle drivers. Because Bob was on M&IE for the trip, "Incidentals" are covered as part of that rate at $5 per day. This amount includes tips.
- Bob should complete a WOLFS-104c (Certification Statement for Receipts Lost, Misplaced, or Not Received) for the missing baggage fee receipt. (*see image)*
    - The Agency could also ask him to print out a copy of his online credit card statement (with non-travel related items blacked out) as proof of the baggage fee.
- Had the agency purchased the airfare, conference fees, etc. themselves, they likely would not have purchased baggage or travel delay insurance. They likely would have purchased flight insurance.
    - At this point, it is up to the agency director to determine if they want to allow these charges to be reimbursed.
    - If the agency director does decide to reimburse the employee, it is something that needs to be available to all employees.
    - Agencies should have their own travel policies.
        - In this example, his agency director denied the baggage insurance and travel delay insurance.
        - Also in this example, the agency director allows flight insurance to be reimbursable per their agency's policy.

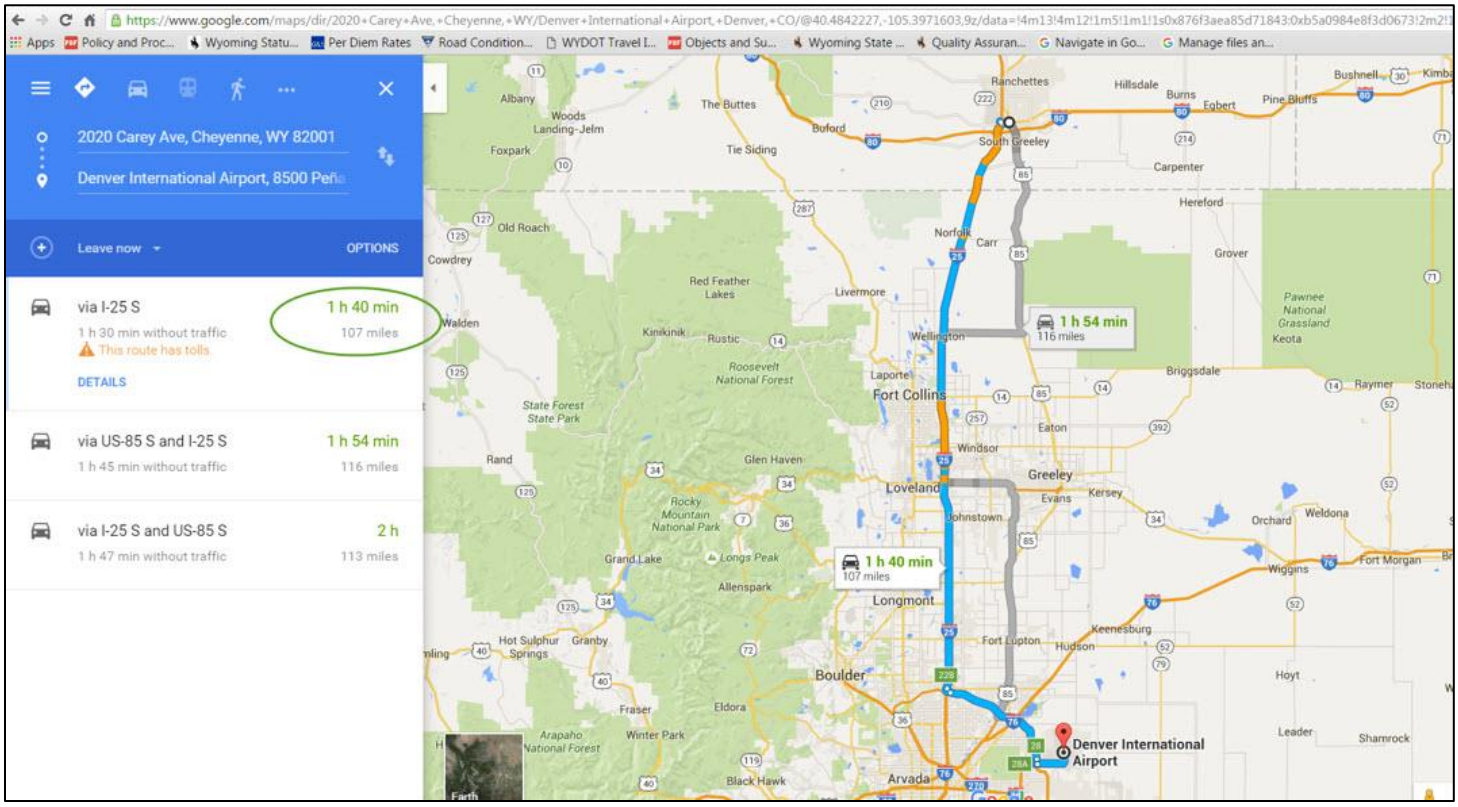
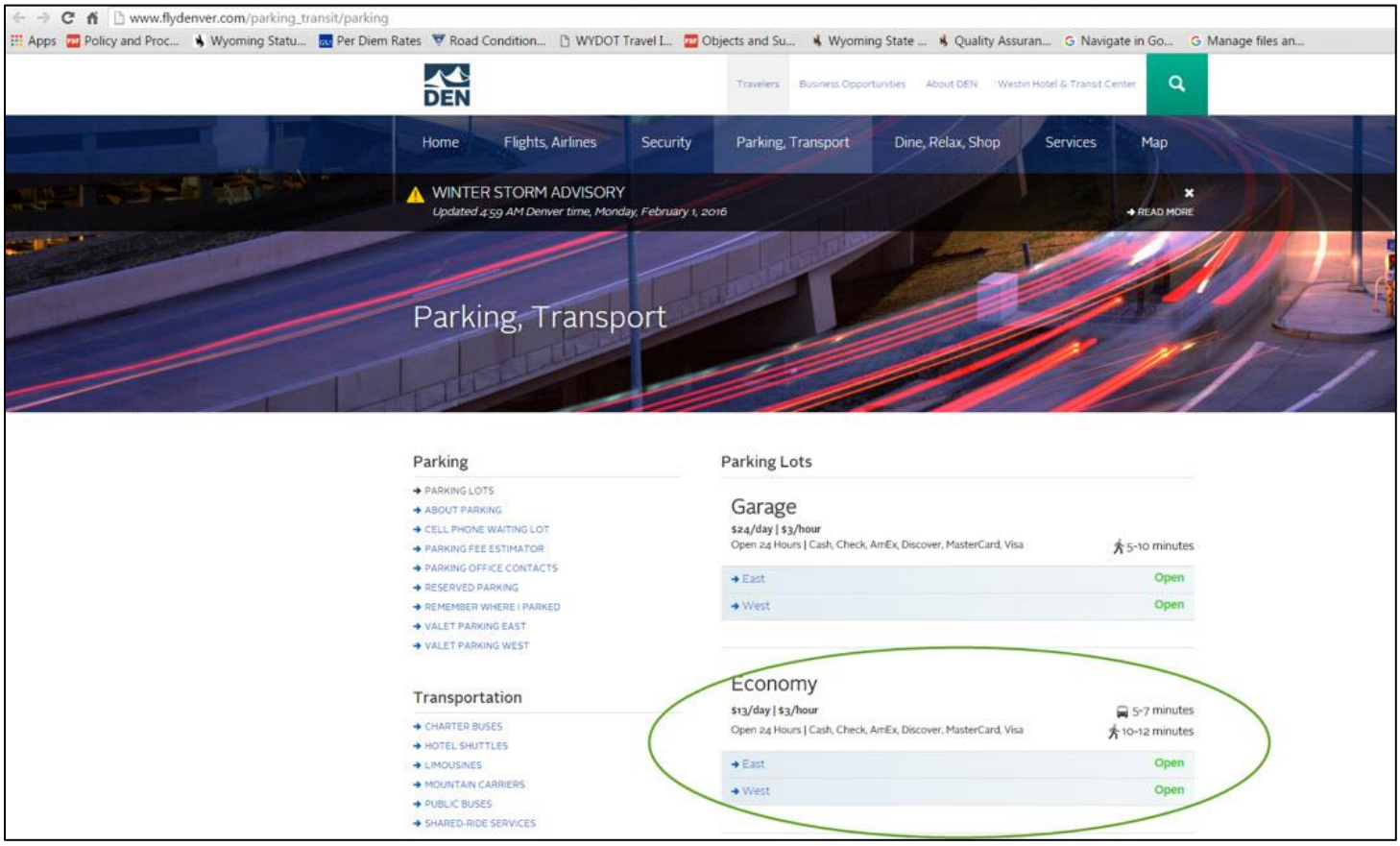
STATE OF WYOMING

WOLFS-104c
Certification Statement for Travel Receipts Lost, Misplaced or Not Received

Claimant's Name:	Bob Vance
Department:	State Auditor's Office
VC #:	VC*12345
Company Name:	United Airlines
Date of Expense:	1/17/2016
Description of Expense:	Airline baggage fee for checked bag
Amount:	$50.00

Traveler's Certification:
I certify subject to the provisions of W.S. 6-5-303 and its penalties that the foregoing certification is an accurate statement attesting to the loss, misplacement or non-receipt of a receipt in accord with W.S. 9-3-103.

Bob Vance — Signature
1/23/16 — Date

- Bob will get reimbursed for one full round trip of mileage for driving his personal vehicle.
    - This will be reimbursed at a rate of 34¢ per mile.
    - He will get reimbursed for the number of miles from his office to DIA (107 miles), even though the employee left from his home on a Sunday.
- Bob will get reimbursed for a maximum of 5 days of parking at DIA. Because Bob's conference was from Sunday to Thursday, had he driven himself, he would have been reimbursed for Sunday through Thursday. His wife had parked their car from Thursday to Monday.
    - If the charge for parking is less than what it would have calculated for Sunday through Thursday, Bob would only get reimbursed for his actual parking fees.
    - The state will not reimburse for parking charges higher than the economy lot at DIA, which is $13 per day.

SCENARIO 7: CONSTRUCTED TRAVEL (CONT.)