

- State “Per Diem Rates” are the maximum reimbursement rates for state employees traveling on state business. This also includes other specifically authorized (by the state) individuals traveling on state business, who are able to provide written authorization of their eligibility for the state per diem rate.
- State employees or representatives traveling for leisure are not eligible for the rate, and can be reported either to WH&LA or directly to the state for appropriate education of state rules if this is challenged.
- State sales tax and local room tax may not be added to state employees’ rates following required procedures.
- Properties with regular room rates that are less than the per diem rate should not increase their rates just for state employees.
- The Lodging Per Diem Rate is per person, meaning if two state employees share a room, they could each be reimbursed up to the per diem rate, and share a more expensive room. This total rate should still be less than the rack rate.

WISCONSIN Lodging State Per Diem Rates effective July 1, 2015

Statewide
\$82

**Milwaukee, Racine
& Waukesha counties**
\$90

WISCONSIN Meal Per Diem Rates revised as of July 1, 2013

**Rates include gratuity; lunch increased \$1 & dinner increased \$3 as of July 1, 2013.*

Breakfast
\$8

Lunch
\$10

Dinner
\$20

To be sure to receive Capital Insider email updates on per diem rates and other timely issues, lodging members should keep valid email addresses up-to-date with the WH&LA office by emailing any changes to design@wisconsinlodging.org. Each member lodging property may provide up to three owner/manager email addresses from their property to subscribe for free.