

Recollection Wisconsin Digitization Initiative

Student Intern Travel Reimbursement Policy (rev. February 2026)

Purpose

This policy outlines the procedures and reimbursement standards for travel undertaken by student interns as part of their participation in the program. The goal is to ensure equitable support for required travel while maintaining clear and consistent administrative practices.

Each student intern will receive a \$2,500 stipend, paid in two installments during the academic semester. The stipend is intended to support overall participation in the internship program. Travel reimbursements are separate from the stipend and are processed independently.

Mileage Reimbursement

- Interns are eligible for mileage reimbursement for round-trip travel exceeding 15 miles to and from their host site.
- Mileage will be reimbursed at the Wisconsin state mileage rate of \$0.72 per mile (2026 rate).
- Only trips beyond 15 miles are eligible for reimbursement. If a trip is less than 15 miles from the student's originating location, the trip is not eligible for mileage reimbursement. If a trip is more than 15 miles from the student's originating location, the entire trip is eligible for mileage reimbursement.

Mileage Tracking and Reporting

- Interns are responsible for tracking their mileage accurately.
- Mileage logs must be submitted to the Program Coordinator no later than the 19th of each month.
- Reimbursements will be issued via a separate check from WiLS and are not included in stipend payments.

Extended Travel and Overnight Accommodations

- If an intern's travel time to their host site exceeds 75 minutes one way, the program will:
 - Adjust the intern's schedule as needed, and/or
 - Offer overnight accommodations to reduce travel burden.
- Hotel accommodation, when approved, will be:

- Arranged in advance by WiLS, and
- Paid directly by WiLS.

Interns should not book their own lodging unless explicitly instructed to do so.

Per Diem for Overnight Travel

Interns who travel and stay overnight for their internship experience are eligible for a per diem allowance to cover meals and incidental expenses.

Per Diem Rates

- \$45.33 for travel days (calculated as two-thirds of the full per diem)
- \$68.00 for full workdays

Per Diem Guidelines

- The *per diem* is a flat payment intended to cover food and incidentals during approved overnight travel.
- Interns do not need to save or submit receipts for expenses.
- *Per diem* payments apply only to approved workdays while travelling.

Compliance and Questions

Interns are expected to follow all reporting deadlines and reimbursement procedures outlined in this policy. Failure to submit mileage logs on time may result in delayed reimbursement.

Questions regarding travel reimbursement, eligibility, or scheduling accommodations should be directed to the Program Coordinator (vicki@wils.org).