

Recollection Wisconsin Digitization Initiative Program Travel Reimbursement Policy (rev. July 2026)

This policy outlines the procedures and reimbursement standards for travel undertaken by host site supervisors and 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.

Student Stipend

Each student intern will receive a \$2,750 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.

Student Internship Travel

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 WI 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 completed 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.

Immersion Workshop Travel

Interns AND host site supervisors attending the in-person immersion workshop at the start of the semester will be reimbursed for the following travel-related expenses.

Mileage Reimbursement

- Only travel beyond 15 miles is eligible for reimbursement.
- Reimbursed at the current state rate.

Hotel Accommodation

For participants requiring overnight accommodation, a hotel reservation will be:

- Arranged in advance by WiLS, and
- Paid directly by WiLS.
- Interns and site supervisors should not book their own lodging unless explicitly instructed to do so.

Other Forms of Transportation and Parking

- **Rental car:** We are unable to reimburse you for a rental car. If you do rent a car for travel to/from the immersion workshop or your host site, we will reimburse you for mileage over 15 miles (per above rules).
- **Ride share:** We are unable to reimburse you for Uber or Lyft rides.
- **Public transportation:** When preapproved, we will reimburse you for bus fare. Please keep your receipt.
- **Parking:** When preapproved, we will reimburse you for parking at the internship or workshop location.

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).