



**EMPLOYEE TRUST FUNDS BOARD,  
TEACHERS RETIREMENT BOARD,  
WISCONSIN RETIREMENT BOARD**

*Adopted: December 11, 2014  
Updated: June 23, 2021*

**BOARD MEMBER COMPENSATION AND REIMBURSEMENT POLICY**

**Purpose**

This compensation and reimbursement policy is intended to ensure that Board members understand the compensation and expenses that will be allowed for attending Board meetings. This policy pertains to members of the Employee Trust Funds Board, Wisconsin Retirement Board, Teachers Retirement Board, the Group Insurance Board and the Deferred Compensation Board.

**Applicable Law**

General

[Wis. Stat. § 15.07 \(5\)](#) provides: “. . . the members of each board shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties, such reimbursement in the case of an officer or employee of this state who represents an agency as a member of a board to be paid by the agency which pays the member’s salary. The members shall receive no compensation for their services, except that the following members of boards, except full-time state officers or employees, also shall be paid the per diem stated below for each day on which they were actually and necessarily engaged in the performance of their duties[.]”

Per Diem

[Wis. Stat. § 15.07 \(5\) \(f\)](#) provides: “Members of the teachers retirement board, appointive members of the Wisconsin retirement board, appointive members of the group insurance board, members of the deferred compensation board and members of the employee trust funds board, \$25 per day.”

Expenses

[Wis. Stat. § 20.916 \(1\)](#) provides in pertinent part that “[s]tate officers and employees shall be reimbursed for actual, reasonable, and necessary traveling expenses incurred in the discharge of their duties in accordance with sub. (9).” [Paragraphs 20.916 \(9\) \(b\), \(c\), \(d\) and \(f\)](#) refer to lodging, meals, other allowable travel expenses, and transportation, respectively.

### **Reimbursing Certain Travel Expenses**

This policy adopts the lodging, meals, and mileage (personal vehicle) expense rates for expenses incurred in Wisconsin identified in the Travel Schedule Amounts (TSAs) within the state's Compensation Plan (Linked as a reference is the [Pocket Travel Guide January 1, 2020](#), prepared by the Department of Administration Division of Personal Management which outlines state travel guidelines). Expenses incurred to attend Board meetings are limited to allowable in-state travel. Any exceptions must first be approved by the Secretary, upon consultation with the Board Chairperson.

### **Lodging Expenses**

Single occupancy hotel rooms are reserved the night before Board meetings. If a Board member has additional guests, it is the responsibility of the Board member to notify the hotel and pay all amounts more than the State rate. If a Board member pays for the hotel room personally, the State rate can be added to the travel voucher document along with a copy of the hotel receipt for reimbursement. A tax-exempt document can be provided to Board members who make their own hotel arrangements.

### **Submitting Expenses to ETF**

Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. Board members shall submit their actual, reasonable and necessary travel expenses to the Board Liaison located at ETF within two weeks of completion of the travel. If circumstances arise that are not specifically covered in this policy, the Board member should discuss the matter with the Board liaison prior to incurring the expense.