

WISCONSIN HISTORICAL ARCHIVES MENTORING SERVICE

INFORMATION ON PAYING

FOR MENTOR TRAVEL EXPENSES

Mentors (and their employers) make significant contributions of professional time and expertise to the repositories they help through their involvement in the mentoring service. In consideration of this volunteer help, we ask repositories to be prepared to reimburse mentors' travel and meal expenses for on-site visits. The following information is offered to help you understand the costs involved in the project and to decide if your repository can commit to paying for them.

1. *What travel expenses do repositories pay for?*

Repositories pay for mentors' round trip travel expenses to the repository for the purpose of on-site visits. Travel expenses may include mileage, meals, and lodging.

2. *How much will mentors' travel and meal expenses amount to?*

The total amount of travel expenses a mentor's on-site visits will involve is very difficult to know in advance, because several varying factors play a part in determining the expenses.

Factors affecting travel and meal costs include:

- The distance mentors travel to and from on-site visits (every effort will be made to minimize travel distances when matching mentors with repositories).
- The duration of on-site visits. When helping repositories requires mentors to spend all day on a site visit, meal costs could increase. In these cases, mentors also might need overnight lodging.
- Willingness of mentors' employers to defray travel expenses. Employers of some mentors may be willing to pay for part or all of the travel expenses.

Using the following State of Wisconsin maximum limits for meal, travel, and lodging expenses provides a reasonable estimate of what most repositories should expect to pay. Generally lodging expenses will be rare, however repositories should expect to reimburse mileage and meal costs.

	Breakfast	Lunch	Dinner
In-State	\$8.00	\$9.00	\$17.00
Out-State	\$10.00	\$10.00	\$20.00

Travel: 32.5¢ per mile (round trip)

Lodging: \$72.00 per night in Milwaukee, Racine, and Waukesha. Other Wisconsin counties should expect to pay \$62.00 per night.

3. *What do I do if my institution wants to apply for the project, but lacks the funds to pay for mentors' travel expenses?*

Your institution should think about ways that it could, if necessary, raise the travel expense funds in its own community. Asking local businesses for contributions to a project that will help preserve local history would be one way. Asking many members each to make a small donation would be another way. Your institution could also pay some of the expenses by asking individual members to take your mentor out for a meal in a local restaurant. There are many other ways you can find to raise funding for travel expenses.

However, if it is simply impossible for your institution to pay any of the travel expenses, include a statement with your application explaining why this is so. The project will carefully consider this explanation as part of its evaluation of your application.

If you have questions about travel expenses for on-site visits or the requirement for repositories to be ready to pay those expenses, please contact:

Becky Fromfeld, WAMS Coordinator
(920) 424-3252
wams@uwosh.edu