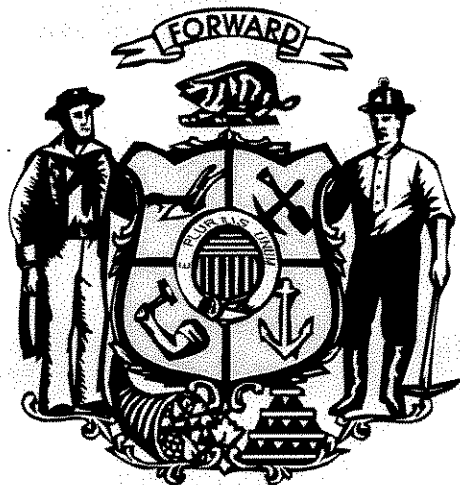


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FLEET DRIVER POLICIES

WISCONSIN STATE GOVERNMENT



REVISIONS AS OF JUNE 10, 2004

STATE FLEET DRIVER POLICIES
WISCONSIN STATE GOVERNMENT

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WISCONSIN STATE FLEET DRIVER POLICIES

AUTHORITY

This Fleet Drivers Policies Manual for Wisconsin State Government is based on the collection of statutes, administrative codes, memoranda and union contract agreements that govern the use of state vehicles. The State of Wisconsin Department of Administration approved and issued this Fleet Driver Policies Manual to control the use of all state vehicles. Fleet policies reflect minimum requirements that state agencies and employees must abide by to use vehicles owned by the State of Wisconsin and requirements are not to be lessened or waived. This manual provides the driver with the basic regulatory requirements for operating a state vehicle owned by the State of Wisconsin.

Authority to travel, both in state and out-of-state is regulated. It is each employee's responsibility to obtain supervisory approval to travel. Statutes authorizing employees to travel for state business are contained in Chapter 16 and 20, Wisconsin Statutes. A number of collective bargaining agreements also contain provisions relating to travel and state vehicle usage. Drivers should consult with fleet managers regarding those provisions.

The laws granting state government the authority to own and operate a fleet of vehicles are contained in Wisconsin Statutes and Administrative Codes. Citation of these statutes and other fleet related policies are located at <http://www.legis.state.wi.us/nav/wislaw.htm>.

Wisconsin Statutes and Administrative Codes Governing State Fleet

Wisconsin Statutes Chapter/Section #	Subject Covered
s. 11.37	Travel by Public Officers
s. 16.003(1)	Department of Administration-Purpose (Enterprise Fleet Management)
s. 16.04	Fleet management and maintenance
s. 16.045	Storage and use of gasohol and alternative fuels
s. 16.70(l)	Definition of "Agency"
s. 16.70(2)	Definition of "Authority"
s. 20.505(2)(k)	Risk Management (State Self-funded Property and Liability Program)
s. 20.915	State motor vehicles and aircraft
s. 20.916	Traveling expenses (Uniform Travel Schedule Amounts governed by this statute)
s. 20.916(4)	Uses of privately owned automobiles
s. 20.916(7)	Personal use of state vehicles and aircraft
s. 20.916(8)	Uniform travel schedule amounts; allowances
s. 20.916(9)	Reimbursement for travel expenses
c. 102	Conditions of liability
s. 341.14(3)	Private plates for law enforcement vehicles
s. 893.82	Claims against state employees; notice of claim; limitation of damages
s. 895.46	State and political subdivisions thereof to pay judgements taken against officers

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DEFINITION OF TERMS

Agency: State departments, boards, commissions, institutions, and University campuses, except agency heads.

Agency Dispatcher: The agency employee who reserves and issues pool vehicles.

Agency Fleet Coordinator: The employee in a state agency who manages vehicles leased from the Department of Administration. Agencies that lease vehicles instead of owning them have a Fleet Coordinator instead of a Fleet Manager.

Agency Fleet Manager: The employee who manages an agency's owned vehicle assets.

Agency Head: The head of a department (secretary), board (chairperson), commission (commissioner), or university campus (chancellor). Agency Heads may delegate their duties to an appropriate agency employee.

Agency Risk Manager: A state employee whose responsibilities involve administering the agency's risk management program.

Agency Supervisor: An agency employee who monitors the driver's compliance regarding mileage reports, fuel usage, and maintenance issues and reports to the agency fleet manager/coordinator.

ADA: Americans with Disabilities Act

Authority: Wisconsin state agency with administrative powers regarding enforcement of policy compliance by other state agencies. Authority of the Fleet Driver Policies Manual and the Fleet Management Policies Manual is the State of Wisconsin Department of Administration.

BSRM: Bureau of State Risk Management at the Department of Administration.

Business Miles: Miles driven in state vehicles by state employees, while performing official state business.

Commuting: Travel from home to headquarters or headquarters to home.

DOA: Department of Administration

Employing Agency: The board, commission, committee, council, university campus, or department in state government that appointed an employee to the employee's current state position (or the employee's position at the time in question).

Headquarters City: The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site.

Home: The employee's places of residence.

Incidental Use: Typically occurs while in route on official business. Stops at an ATM or for lunch would be incidental use and are not considered personal miles if in work status and do not require reimbursement. Incidental use can also occur during commuting when personal miles are to be

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reimbursed. During commuting, mileage for incidental use must be reimbursed. Non state employees are not permitted in vehicles even during incidental use.

Motor Pool: Pool vehicles are ones that are available to all employees without regard to funding source, and are billed back on a daily use basis to the appropriate funding source.

Non-availability Slips: Written authorization to use an employee's private vehicle at the reimbursement rate as stated in the current Uniform Travel Schedule Amount set by the Office of State Employment Relations.

OSER: Office of State Employment Relations

Owner Agency: The board, commission, committee, council, university campus, or department in state government that owns the vehicle.

Personal Miles: Miles, driven in a personally assigned state vehicle, that are not business-related. Commuting is an example of personal miles.

Personally Assigned Vehicle: A state vehicle assigned to an individual state employee for business use.

Pool Vehicle: A work shared vehicle available for business use through reservation.

Reimbursement rate: The rates at which an employee may be reimbursed for use of a personal vehicle for state business, or the rate at which an employee is required to reimburse the State for personal miles in a state vehicle. For rates, please refer to the Uniform Travel Schedule Amounts (UTSA) in section F of the State Compensation Plan. For rates when an employee exercises the option to use a personal vehicle when an assigned or pool vehicle is available, refer to Wisconsin Statute 20.916(4)(e).

SBOP: State Bureau of Procurement at the Department of Administration

State vehicle: A vehicle owned and operated by the State of Wisconsin or leased to an agency by another department or commercially leased that is assigned to an individual, agency or business sub unit for use to conduct official state business

UTSA: The Uniform Travel Schedule Amount (UTSA) set by the Office of State Employment Relations with approval by the legislative Joint Committee on Employment Relations. Found in Section F of the State Compensation Plan.

Vehicle Assignment Transfer (VAT): An authorization to change vehicle assignment status.

Vehicle Use Agreement (VUA): An agreement signed by state employees and their supervisors indicating the employees are eligible to drive a state vehicle.

Work Shared Vehicle: A State vehicle assigned to an agency or an agency sub-unit for business use.

WHO MAY DRIVE A STATE VEHICLE?

MINIMUM STANDARDS FOR DRIVING A STATE VEHICLE

State employees, including limited term employees, may be allowed to drive a state vehicle if the following minimum standards are met and approved by their employing agency:

- Must have a valid driver license,
- Must have minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age.

Only state employees may drive a state vehicle. Authorized University of Wisconsin students may also drive state vehicles. Volunteers, interns or contractors of the state may ride in a state vehicle if on official state business and authorized by risk management.

DRIVER DISQUALIFICATION

State employees may not drive a state vehicle if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years
- An Operating While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months (OWI/DUI violations are for operating while under the influence of an intoxicant, controlled substance or other drug)
- Suspension or revocation of drivers license

The violation occurs when the citation is issued, not when the final court decision is made. Waivers of this policy are subject to a review. Agency fleet managers/coordinators should consult with their agency risk managers regarding any requests for an exception. Approval will be documented and kept on file at the state agency risk management office. If the agency does not have a risk manager, the request for exception should be submitted from the agency head of the employer agency to the BSRM for approval. Drivers denied the use of a state vehicle based on an unsatisfactory driving record may request a review of this denial by their Agency Head.

Drivers shall inform their supervisor and agency fleet manager/coordinator in writing whenever any negative change in the status of their driving record occurs. Changes include, but are not limited to OWI/DUI citation, license revocation, restriction, or suspension. Any negative change in the status of a driver's record or the failure to report such change may result in revocation of the privilege of driving a state vehicle, and/or discipline.

VEHICLE USE AGREEMENTS

All drivers shall sign a Vehicle Use Agreement (VUA), DOA-3103 or equivalent (Appendix I) prior to operating a state vehicle and must submit to agency supervisor for approval. The VUA shall be reviewed and forwarded by the agency fleet manager/coordinator to the owner agency. The VUA addresses the State's Minimum Standards for driving a state vehicle. All drivers who use state vehicles will have their driving records reviewed annually. It is the driver's responsibility to immediately notify the supervisor and agency fleet manager of any changes or updates in their driving record.

Prior to driving a state vehicle, each driver shall obtain a copy of and become thoroughly familiar with the Fleet Driver Policies Manual. Once drivers sign the VUA, or equivalent, they acknowledge an understanding of, and future compliance with, the directives in this manual. Any non-compliance to the Driver Policies will be reviewed by the driver's supervisor and will be considered a violation of work rules resulting in a loss of state vehicle driving privileges. Any questions should be directed to the driver's agency fleet manager.

SPECIAL CERTIFICATIONS

Depending upon the type of vehicle being driven, special training and/or licensing may be required prior to vehicle use. For example, training is required for driver certification for the operation of 12 and 15 passenger vans. Commercial Drivers Licenses (CDL) are also required for certain state positions (see CDL License Requirement section for further information). Drivers should consult with the agency fleet manager, risk manager, and BSRM, to determine eligibility.

PERMITTED AND PROHIBITED USES

The following policies govern state vehicles and do not include the policies of the State Vanpool Program, which is open to state, as well as private and federal, employees commuting to Madison from outlying areas. Persons interested in the State Vanpool Program should contact the Vanpool Manager (608/266-5612) or visit the web site: <http://www.doa.state.wi.us/vanpool>.

The State of Wisconsin Department of Administration (DOA) mandates the following when utilizing a state vehicle:

- Use of a state vehicle must be for official state business only. Incidental use associated with official business away from the employee's headquarters city is strictly limited and may include incidental travel mileage (see Permitted and Prohibited Incidental Use section below).
- A work-shared vehicle (see definitions) may only be used for business miles and associated incidental travel.
- All drivers and passengers in state vehicles must comply with all Wisconsin laws, including the Wisconsin seat belt law.
- Drivers and/or their agency are personally responsible for the cost of all traffic citations, parking tickets, locksmith calls for retrieving keys, etc.
- Drivers are responsible for compliance with United States Internal Revenue Service and Wisconsin Department of Revenue requirements that are related to mileage reimbursement and personal use of a state vehicle.

Noncompliance with state vehicle use policies is strictly prohibited. No driver may use a state vehicle, or permit the use of a state vehicle, in the following prohibited manners:

- Reckless driving or excessive speeding.
- The driver is impaired by fatigue, alcohol, drugs or any other condition
 - Any such vehicle use will be considered a violation of Fleet Driver Policies and may be grounds for disciplinary action up to and including discharge.
 - Drivers of state vehicle who feel that their driving abilities may be impaired must cease operating the vehicle immediately. Employees who believe another employee is impaired have a duty to prevent that person from driving a state vehicle.
- Smoking is prohibited in state vehicles.
- Transporting non-state passengers, including family members, is not permitted unless:
 - The passenger is serving as an agent of the state (e.g., an authorized volunteer). and
 - Travel must be in conjunction with official state business.
- Use for personal gain, such as delivering goods or services
- Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc.
 - Modifications to state vehicles may be undertaken only with the express written prior consent of the owner agency fleet manager.
- Transporting Animals
 - Allowed only with prior written approval from the owner agency fleet manager.

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- Hauling loads that could structurally damage the vehicle (e.g. firewood, paper or gravel)
- Use of trailer hitches and towing
 - Allowed only with prior written consent of the owner agency fleet manager.
- Installation or use of any radar-detection devices
- Transporting hitchhikers
- Bicycles transported inside vehicles
- Use for vacations or any other use not expressly authorized by this manual.
- Drivers who have questions regarding the appropriate use of a state vehicle should consult with their agency fleet manager.

PERSONAL USE OF STATE VEHICLES

All drivers operating state vehicles must comply with the following personal use policies. State vehicles shall not be used for personal purposes other than commuting and may be used for commuting only if:

- The agency requires the employee to commute in the vehicle for valid business needs of the agency.
- The agency requires the employee to use the vehicle; it cannot be voluntary on the employee's part.
- The agency prohibits the personal use other than commuting and incidental use (see below), while on official state business.

When not being used by an employee, the vehicles are parked at the agency (i.e., work shared or motor pool vehicle); vehicles are not to be used for any personal purposes. Work shared and pool vehicles may not be used for commuting unless required by the employer.

POLITICAL USE OF STATE VEHICLES AND AIRCRAFT

According to Wisconsin Statutes ss. 11.37(1) and 11.37(2), no person may use any vehicle or aircraft owned by the State for any trip which is exclusively for the purposes of campaigning in support of, or in opposition to, any candidate for national, state or local office. Elected public officials may use a vehicle for campaign purposes if:

- The vehicle or aircraft is required for purposes of security protection provided by the state and is authorized by the DOA Secretary, or
- The trip is made, in part, for a public purpose.

If a trip is made, in part, for a public purpose and, in part, for the purpose of campaigning, the costs of the travel must be allocated. The official shall pay for the portion of the trip attributable to campaigning. In no case is the campaigning portion to be allocated less than 50% of the trip cost. The owner agency fleet manager should be familiar with the current rates.

INCIDENTAL TRAVEL AND STOPS

Public perception of state vehicle use is important. Drivers should avoid parking a state vehicle in locations that may raise question regarding appropriate use of state vehicles. DOA permits drivers, during the course of their work duties to make the following incidental stops:

- Automatic Teller Machine (ATM) or bank
- Meals at a restaurant
- Lodging for business trips
- Gas station or convenience store
- If an extended stay, employee may go to laundromat, grocery store or dry cleaners

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DOA does not consider the following as incidental travel or stops:

- Bar or tavern that exclusively serves alcohol rather than food items
- Theater
- Beauty salon, day spa, or barber shop
- Health club
- Golf course
- Day care, school
- Bowling alley
- Sporting event
- Casino, or
- Any other location perceived by the public as a luxury, recreational or leisure in nature.

VEHICLE ASSIGNMENT REGULATIONS

Employees should use a state vehicle whenever a vehicle is required and available for conducting official state business. There are four categories of state vehicles: personally assigned, work shared, motor pool and qualified non-personal use vehicles. All drivers should be aware that all restrictions relating to alcohol and drug consumption while using a state vehicle are strictly enforced under all categories of assignments.

All assignments will be approved or denied through the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix II). VATs requesting Personal Assignment of a vehicle must be signed by the requesting Agency Head. The VAT must be submitted to the owner agency with a copy to the DOA Bureau of General Services, Director for approval.

Special Needs Accommodation: State employees who, for health reasons, require a larger automobile or special equipment must forward a doctor's statement to the agency's Americans with Disabilities Act (ADA) Coordinator or Human Resources. The agency's ADA Coordinator/Human Resources must receive final approval from their agency fleet manager, and send an approval letter to owner agency, if applicable.

PERSONALLY ASSIGNED VEHICLES

An employee may be assigned a state vehicle based upon job responsibilities, an approved driving record and if there is a critical business need. Personal assignment of vehicles to individuals may be on an annual basis when not in conflict with collective bargaining agreements. Agency Heads will monitor the assignment and use of vehicles by all their employees and vehicles may be reallocated from personally assigned status to work shared status at any time, based on agency needs.

An agency fleet manager must make a personal assignment request in order to establish business need and will be evaluated by the agency administrator for:

- Usage
- Availability
- Federal grants or collective bargaining requirements
- Priority of the assignment need vs. overall usage patterns and agency priorities
- Headquarters assignment

When an employee with a personal vehicle assignment is on leave or no longer works for the agency, the vehicle should be made available to other agency employees for state business travel or returned to the owner agency.

WORK SHARED VEHICLES

Work shared vehicles are assigned among a group of state employees usually within a single funding source or an unrestricted funding source.

Work shared vehicle may not be used for personal travel such as commuting. A work shared vehicle may be taken home by a driver with prior approval by a supervisor if the employee is required to take the vehicle home for valid business needs of the agency, or a supervisor always must approve use of the vehicle by an employee. If a work shared vehicle is taken home more than once a month the employee is required to reimburse the state for personal miles traveled (see Reimbursing Personal Miles to the State section below). If a driver detects a problem with the vehicle or that is in need of maintenance, report the problem to the vehicle coordinator.

Upon learning of potential problems or abuse, owner or employer agency fleet staff shall investigate the situation. Vehicle use privileges may be revoked or restricted, or individuals may be subject to discipline, based on the facts of the case as determined by the vehicle owner agency or the employer agency.

MOTOR POOL VEHICLES

Motor pool vehicles are made available to all employees without regard to funding source, and are billed back on a daily use basis to the appropriate funding source. If the employee needs to take a pool vehicle home overnight or on the weekend when the fleet office is not open for business, written authorization from a supervisor is required. If a motor pool vehicle is taken home more than once a month the employee is required to reimburse the state for personal miles traveled (see reimbursing personal miles to state, section below). If a driver detects a problem with the vehicle or that is in need of maintenance, report the problem to the vehicle coordinator.

QUALIFIED NON-PERSONAL USE VEHICLES

A limited number of state vehicles may be determined to be qualified non-personal use vehicles. Drivers of these vehicles are not required to reimburse the state for personal commuting miles. The employee's Agency Head must identify the job classifications for all job classifications which are recommended to be designated as drivers of qualified non-personal use vehicles. This request must be in writing to the DOA Secretary. A qualified non-personal vehicle is one, which is likely not to be used for personal purposes such as:

- Police or fire vehicles that meet the guidelines published in the Fleet Management Policies:

PRIVATELY OWNED VEHICLES USED IN STATE BUSINESS

Privately owned vehicles may be used for official state business, but drivers are encouraged to use state vehicles whenever feasible. It is the responsibility of the driver to contact their agency fleet to request a vehicle before using his or her own. If a vehicle is not available at the employee's agency fleet they must contact the DOA Fleet (Madison area only). Non-availability slips will be issued if there are no vehicles available at the Department of Administration fleet. If no vehicles are available and the driver receives authorization from the agency fleet manager to use his/her own vehicle the driver will receive reimbursement from the state for miles used for official state business. The reimbursement rules for use of an employee's personal vehicle are defined in the UTSA. When drivers use their private vehicle for business use a Travel Expense Voucher, DOA-6107 or equivalent (Appendix V) must be submitted in accordance with the policies of the employee's agency. The non-availability slip must be attached to the driver's travel expense report. Requests for waiver of the non-availability criteria must be in writing to the DOA Secretary and must indicate specific reasons why the waiver

should be granted. All non-availability slips must indicate the date of the request, the dates for which a pool vehicle was requested, and must be approved by the agency fleet manager/coordinator.

Disabled employees requesting a waiver from the non-availability slip requirements driving their own specially equipped vehicles must be authorized by the agency's Americans with Disabilities Act (ADA)/human resources coordinator for a period of one year or less. Employees who are permanently disabled need to obtain a medical statement only once during their career in state service, stating that they are permanently disabled; however, they must annually renew their request for a waiver.

REIMBURSING PERSONAL MILES TO THE STATE

Determining Personal Miles to be Reimbursed to State

Reimbursable personal miles are determined as follows:

- Actual miles driven between an employee's home and headquarters are considered commuting miles.
- Or For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site are considered business miles. Any miles driven in excess of this amount would be considered personal miles that need to be reimbursed to the state.

Calculating Reimbursement to the State

The personal use of a state vehicle includes commuting to and from work, even if the vehicle is taken home for the convenience of the state. Personal use is considered a fringe benefit by the Internal Revenue Service (IRS) unless the employee reimburses the State for the full value of the personal mileage based on the IRS Valuation rules. The value of the fringe benefit must be included in the wages and is subject to income and employment taxes. If the employee reimburses the State for the value of the benefit derived in accordance with the appropriate IRS rule, then the employee receives no additional compensation.

The operator of the vehicle is required to keep track of all business miles by keeping a log (Assigned Vehicle Log) on a daily basis containing the following information as described below. Any undocumented mileage will be considered personal miles and considered compensation provided to the employee. Unless otherwise authorized all personal mile reimbursements must be submitted along with the monthly Mileage Report to the vehicle owner agency. Reimbursement to the State shall be calculated using one of the following two valuation rules:

1. Vehicle Commuting Rule:

- Qualifying Employees must reimburse the State at the greater of \$1.50 per state employee each way of the commute or \$0.325 per mile plus appropriate tax.
- Example: John has a personally assigned vehicle which he drives 20 miles each way to his headquarters in Madison. $20 \text{ miles} \times \$0.325 \times 2 \text{ ways} = \13.00 plus tax which John must reimburse to the State.

2. Automobile Lease Value Rule:

- Applicability: This method applies to all elected officials or state employees whose compensation rate is at least as great as federal government employee at Executive Level V (\$128,200 in 2004) or to any employee whose use of the vehicle does not qualify under the vehicle commute rule
- Method of Calculating Reimbursement to State:
 - Determine the Annual Lease value of the vehicle. The annual lease value of the vehicle as shown in IRS Publication 15-B.

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- Multiply the vehicle's annual lease value by the percentage of non-business use of the vehicle.
 - Add the value of fuel, if provided by the employer, per non-business miles traveled. Value of fuel (if provided) is at 5.5 cents per mile.
 - Example: The annual lease value of the vehicle is \$3000. Jane put 2000 non-business miles on the vehicle during the year, which equals 20% of the total miles put on the vehicle. The value of non-business miles under the "lease value rule" is 20% of \$3000, or \$600. The value of fuel for 200 non-business miles is \$110.00. The total lease value of the non-business mileage is \$6710.00.
- Employees subject to this rule shall make monthly payments for personal miles at 32.5 cents per mile. By January 10 of each year, the employing agency shall calculate the annual value of personal use as described above. If the annual value of personal use under the Lease Value Rule is higher than the sum of monthly payments made during the year, the Employee must submit the difference to the owner agency along with a copy of the calculation of value.
 - Example: Jane reimbursed the State for 2000 miles at 32.5 cents per mile during 2004, for a total of \$650.00. Assuming that the annual value under the "lease value rule" is \$710.00, Jane must submit \$60.00 (\$710.00 minus \$650.00) to the State.

IRS Liability

If an employee utilizes a state vehicle for personal use, including commuting, and the personal use of the vehicle is not reimbursed to the State, the value of any non-reimbursed personal use is considered a taxable fringe benefit. This rule does not apply to a Qualified Non-Personal Use State Vehicle as long as the employee is complying with the assignment requirements. Under strictly limited circumstances there may be exceptions to this rule. For example, an agency requires that the motor pool vehicle be returned at the end of the business day, but the employee is delayed and the motor pool is closed when the employee arrives back at the office. The employee takes the vehicle home and returns it the next morning. Assuming that this is an infrequent occurrence for that employee, that is, generally happens no more than once a month the employee would not be required to reimburse the state for these miles. If employee frequently experiences circumstances of this nature, the employee must reimburse the State for the commuting miles.

MILEAGE REPORTING

Monthly mileage reporting is required for every state vehicle. The driver is required to submit two documents, when recording and reporting monthly mileage. Drivers are required to maintain an Assigned Vehicle Log form, DOA 3472 (Appendix VI) or equivalent, which records each leg of daily travel. Vehicle logs must be submitted to and maintained by the fleet coordinator. At the end of every month, the driver, responsible for the vehicle, is to return a completed Mileage Report (envelope), DOA-3223 or equivalent, (Appendix VII) to the owner agency. The mileage report indicates the beginning and ending odometer readings for the vehicle along with any personal mileage. Reimbursement for any personal miles must be included with Mileage Report. A supervisor signature is required on all Mileage Reports.

If reporting personal/commute miles, a personal check including tax (state, county, and/or local taxes, if applicable) should be submitted according to owner/agency procedures. The tax rate is based on the employee's county of residence.

Vehicle reassignment may occur if monthly mileage reports are late or missing 3 times in a 12-month period.

SERVICE CHARGES

Services charges apply to pool vehicles only. These charges may occur if there is:

- failure to cancel reservation
- failure to pick up vehicle on the day that it is reserved
- failure to return vehicle on designated return date (charge waived if there is prior approval for an extension by an agency fleet manager)

Driver should contact agency fleet manager with questions regarding rates and timelines.

EXTENDED USE

Due to the composition and size of some of the agency's fleets and the need to adequately accommodate all customers, there are limits to the amount of time a driver may have a pool vehicle in their possession.

Generally, a driver may only reserve pool vehicle for two weeks. Please contact your agency fleet manager for more information.

CITATIONS

Drivers are responsible for promptly paying all vehicle citations. Failure to pay parking tickets immediately results in late fees and possible vehicle registration revocation or suspension. The owner agency will pay the amount due upon notice and invoice the driver and their employing agency, which may include extra charges. The responsible driver may be subject to discipline, as determined by the employing agency.

STATE VEHICLE RELATED PURCHASES

Drivers of state vehicles are strongly advised to find out from their agency fleet manager, fleet coordinator, or procurement manager what automotive service vendors and gas stations to use. The driver should be aware that purchase card (p-card) use is not allowed for fleet expenses. Fuel or other supplies and services needed to operate a state vehicle are primarily acquired through state contracts. These include contracts for goods and services available throughout the state as well as supplies and services contracts in particular geographic areas throughout the state. Some contracts for supplies are only available to specific agencies to use. In other instances, a number of different vendors might be available under a single contract.

VEHICLE FUEL POLICIES AND FUEL CARD USES

State-owned gasoline dispensers should be used whenever possible. Agency fleet managers/coordinators must provide written directions to these locations and instructions for the use of these dispensers to their assigned drivers.

Public self-service, regular unleaded dispensers should be used if state dispensers are not available. The most cost-effective vendor must also be used. The driver of the vehicle must be trained how to use the fleet fuel card, found in the vehicle, when operating a self-service dispenser. Use of Driver ID (PIN) and accurately recording odometer readings are required to use these dispensers.

Fuel cards may not be used for the purchase of non-vehicle items such as food. If an attendant error occurs and non-vehicle items are charged to the fuel card, it is the responsibility of the driver to notify and reimburse the owner agency. Fleet managers are responsible for reviewing fuel card charges and identifying non-qualified purchases. Failure to reimburse may result in the loss of driving privileges.

The driver should also be aware that there are cost limits related to vehicle services and an agency fleet manager must approve purchases above the limits. For example, vehicle wash rates for personally assigned and work shared state vehicles are calculated on a yearly basis and drivers seeking vehicle washes exceeding the maximum allowable cost must receive approval from their fleet manager. Drivers will be billed for any amount in excess of set rate. Wash frequency is also limited to once a week, if needed November through March (winter months) and limited to two times per month April through October. Washes and other vehicle services will be reviewed. Drivers with excessive wash frequency will be notified and limited. Detailing of a vehicle must be done at the leasing agency's expense and with agency approval. Typically, detailing occurs if the vehicle has been used to haul dirty or odorous materials or has been used off-road.

Fuel Card (See also Fleet/Fuel Card Policies and Procedures Manual)

The State contracts with a fuel card vendor who issues credit cards and has established a transaction processing, reporting and payment system with respect to purchases of motor fuels and vehicle related purchases. Often, such fuel card vendors offer to process and pay for a variety of fleet related purchases at the point of sale. State policy restricts the use of the fuel card to purchase fuel, motor oil products, and related automotive consumables such as wiper blades and filters for fuel, oil, and air. Drivers are advised to verify what purchases are permitted on the fuel card prior to using one.

The purchase of personal items such as food, beverages and air fresheners with a state fuel card as well as automotive products of personal use is strictly prohibited. Disciplinary action may be taken for improper use of a state fuel card. If an inappropriate charge occurs, the driver is responsible for reimbursing the state for the full amount of the inappropriate purchase. For additional information or clarification of fuel card use, driver should contact their agency fleet manager/coordinator.

REPAIRS, PREVENTIVE MAINTENANCE AND RECALLS

It is the driver's or work shared vehicle coordinator's responsibility to ensure that all preventative maintenance is performed on schedule. It is also their responsibility, when they have been notified of a recall to have the vehicle serviced in a timely manner. Failure to have the maintenance performed may result in loss of the vehicle or in the event of damage to the vehicle, payment for vehicle repair.

If a state owned facility repair shop does not provide maintenance on the state vehicle, there is a statewide mandatory contract for maintenance services that must be used. In addition, the vehicle's owner agency may have special procedures to follow for emergency repairs. Consult the owner agency's procedures on repairs and preventive maintenance, including tires and glass breakage.

The following types of services are available through mandatory statewide contracts for fleet related items. Consult the owner agency's procedures on making purchases from the mandatory state contracts.

- Tires: New, Retread, Service
- Auto, Light Truck: Maintenance and Repair
- Towing and Storage
- Fleet Maintenance Referral
- Vehicle Lease - 30 or more days
- Rental Passenger Vehicles - In State
- Rental Passenger Vehicles - Out of State
- Glass Repair or Replacement

All drivers of state vehicles must know how to handle unscheduled emergency repairs. Instructions should be in the information/incident kit found in the state vehicle. If not available, contact vehicle's owner agency to obtain copies.

ACCIDENTS

Drivers are responsible for immediately reporting to the agency fleet manager and to the appropriate agency risk manager all accidents or any damage to state vehicles. Forms are provided for this purpose in the vehicle incident kit. Reports must also be made to local law enforcement personnel. If all paperwork is not submitted in a timely manner, the claim may be denied and the agency is responsible for the cost of repairs.

DRIVER PROCEDURE

The driver should consult with their agency fleet manager to confirm appropriate accident reporting procedure for their agency.

Each state vehicle has an accident kit in the glove compartment advising employees of the procedures to be taken in the event of an accident. The information in the accident kit needs to be followed completely. According to the instructions in the kit, the driver of the state vehicle must follow these procedures after an auto accident involving a state vehicle:

- 1) Contact the nearest law enforcement agency to notify them of an accident.
 - Obtain relevant information required from other parties involved to complete the Accident/Incident Report, DOA-6496 or equivalent (Appendix VIII).
 - Ask for the case number and when the police report will be available.
 - Driver is required to seek a police report for all vandalism or hit-and-runs that exceed \$200, and accidents resulting in injuries, vehicle damage over \$1,000, and/or property damage over \$200.
- 2) Report the accident immediately to appropriate supervisor, agency fleet manager/coordinator and risk management staff.
 - If outside of normal business hours, leave a voice mail or send an e-mail to the owner agency fleet manager or BSRM with the following details: name, phone number, and a brief description of the loss.
 - If there is any bodily injury, immediately contact the Fleet Manager or DOA BSRM (608/267-7395). If after hours or on the weekend, call and leave a message on voice mail with your name and number where you can be reached.
- 3) Complete the Vehicle Accident/Incident Report Form the same day including a supervisor signature and scope box checked and return to the agency risk manager or fleet coordinator within two (2) working days.
 - This form is in your glove box or on the DOA web site: <http://www.doa.state.wi.us> or it can be obtained from your agency risk manager.
 - If the driver is unable to complete the form, the supervisor is responsible for completing it. It is extremely important that the information is accurate and all of the blanks are filled in, including the driver and supervisor signatures.
- 4) Obtain and submit a copy of the police report to the agency risk manager.
 - If the police do not respond or do not complete a Wisconsin Motor Vehicle Accident report, but there is injury, vehicle damage of \$1,000 or more, or \$200 or more damage to government owned non-vehicle property, complete the Wisconsin Driver Report of

Accident, DMV4002 (Appendix IX) found in the vehicle's glove box or on the Department of Transportation (DOT) web site: <http://www.dot.state.wi.us>. If the form is not in the vehicle, it is available at any DMV or local Law Enforcement office. Mail the original form to DOT, a copy to your agency fleet manager and a copy to the vehicle owner agency along with the Accident/Incident Report.

- 5) Contact the vehicle owner agency. See the agency procedures.

PROPERTY AND LIABILITY PROTECTION

The State is self-insured through its self-funded property and liability programs administered by BSRM. BSRM also administers the worker's compensation program for state employees injured while in the scope of their employment.

WORKER'S COMPENSATION COVERAGE

Injured state employees may use their health insurance, worker's compensation, or self-initiated litigation to recover damages against negligent third parties. Worker's Compensation pays for medical expenses, hospital expenses, and loss of wages for state employees injured while in work status. There is no worker's compensation coverage when the employee is not in work status or is acting outside the scope of his/her employment.

PROPERTY COVERAGE – STATE VEHICLES AND STATE RENTALS OVER 30 DAYS

The Property Program covers loss to state property, which includes damage to state vehicles due to traffic crashes, vandalism, hail, etc. If another driver or a known party causes damage, the agency that owns the state vehicle will pursue subrogation. Damage to vehicles leased by the State from a private vendor for more than 30 days are also covered under the Property Program. Rentals of less than 30 days under the State's rental passenger vehicle contract include collision and liability coverage in the price of the rental and are handled by the contracted rental agency.

LIABILITY COVERAGE

Auto liability coverage is for claims in which a person driving a state vehicle, in the scope of their state employment, causes damage to a third party. Although a state vehicle may be damaged as well, only the damages to the third party are considered auto liability. For example, if a state vehicle backs into a privately owned vehicle in a parking lot, the damage to the state vehicle would be considered auto property and the damage to the other vehicle and/or injuries to the other driver and passengers would be considered auto liability. If a rental vehicle is leased, liability insurance must be included. If a driver is travelling outside of the United States, proof of insurance must be carried.

Coverage is provided on the authorized state driver/employee pursuant to Wis. Statute, s. 895.46, which provides liability protection for the negligent acts of its state officers, employees and agents while acting within the scope of their employment. Liability coverage is limited to \$250,000 per claimant per negligent state employee, as stated in Wis. Statute, s. 893.82. Claims that result from a state employee's actions in states other than Wisconsin are not subject to this statutory limit.

There may be no State liability coverage if:

WISCONSIN STATE FLEET DRIVER POLICIES

- An unauthorized driver of the state vehicle operates the vehicle, or
- An authorized driver of the state vehicle operates a work shared vehicle outside the scope of their employment.

In each of these cases, the driver may be personally responsible for the damages to any third party and may also be responsible for payment of damages to the state vehicle.

Any accident resulting in bodily injury to a third party should be reported immediately to law enforcement and the agency risk manager or the BSRM (608/267-7395) for assignment to the State's third party adjuster. The state driver should always convey the facts to any responding authority but should never admit fault at the accident scene. The adjuster may subsequently investigate the liability claim and handle all contacts with the other party, their attorney and/or their insurance company and will make a recommendation to the BSRM and request authorization for a proposed settlement range, if appropriate.

STATE VANPOOL PROGRAM

The State Vanpool Program operates outside of normal business hours and is open to state, as well as private and federal employees commuting to Madison from outlying areas. Therefore, the State purchases liability insurance for the Vanpool through a commercial insurer. State employees participating in the Vanpool Program are considered to be outside the scope of their employment and consequently would not be covered by Workers Compensation if injured. The Property Program does cover damage to the vans owned by the State.

PRIVATELY OWNED VEHICLES

Damages to the employee's personal vehicle are covered by his/her own auto insurance, and the employee is responsible for his/her insurance deductible. Under no circumstances will the State's property program pay for the employee's vehicle repairs. It is the employee's responsibility to carry personal auto insurance.

Recommended minimum limits of personal auto insurance coverage is \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident when two or more people are injured, and \$50,000 for property damage per accident.

The employee's personal auto liability insurance also provides primary coverage for medical expenses incurred by other parties involved in an employee's at-fault accident, and primary coverage for repairs to other vehicles or property involved in an accident caused by the employee. The State liability program only provides coverage for amounts in excess of the employee's auto liability insurance if the state employee was negligent and was within the scope of employment when the accident occurred.

Questions may be referred to the driver's agency fleet manager, agency risk manager, or BSRM.

COMMERCIAL DRIVER LICENSE (CDL) REQUIREMENTS

A commercial driver's license is required if the motor vehicle:

- Has a gross combination weight rating of 26,001 pounds or more inclusive of towed unit with gross vehicle weight rating of more than 10,000 lbs.; or
- Has a gross vehicle weight rating of 26,001 lbs. or more; or
- Is designed to transport 16 or more passengers including the driver; or

WISCONSIN STATE FLEET DRIVER POLICIES

- Is of any size and is transporting hazardous materials which require the vehicle to be placarded

A driver with a CDL hired by the State must be drug tested prior to driving state commercial motor vehicles and may be subject to random testing.

A driver receiving a CDL after employment is required to be drug tested prior to driving a state Commercial Motor Vehicle (CMV).

The driver is responsible to ensure that the vehicle meets State and Federal regulations regarding permits, safety devices, equipment (e.g. pre-trip inspections), and loads prior to operating vehicle. The driver must also comply with all applicable State and Federal regulations.

WISCONSIN STATE FLEET POLICIES

APPENDICES

- I. DOA-3103, Vehicle Use Agreement (VUA) Form
- II. DOA-3102, Vehicle Assignment Transfer (VAT) Form
- III. DOA-AD-GS-75, Non-Availability Slip
- IV. Office of State Employment Relations (OSER), Uniform Travel Schedule Amounts (UTSA)
- V. DOA-6107, Travel Expense Report
- VI. DOA-3472, Assigned Vehicle Log Form
- VII. DOA-3223, Mileage Report (Envelope)
- VIII. DOA-6496, Vehicle Accident/Incident Report Form
- IX. MV4002, Department of Transportation, Driver Report of Accident Form



Vehicle Use Agreement

- Original
 Annual Submission
 Update or Changed Information

Driver's Full Name (include middle initial)	Driver's License No.	State (if not WI)
	Driver's Date of Birth (mm/dd/ccyy)	
Driver's Work Mailing Address (PO box, floor, room, etc.)	Driver's Work Street Address	
Driver's Work City, State, ZIP + 4	County in which Driver Works	
Agency or Department or "UW System" (no abbreviations or initials)	Division or Campus (no abbreviations or initials)	
Driver's Email Address (provide supervisor's email address if driver has no email access)	Driver's Work Phone ()	
	Driver's Work Fax ()	

Instructions:

All state employees driving a state-owned vehicle must complete this form or an equivalent agency form.

Employees who choose not to sign this agreement may use their personal vehicle for state business, if authorized by their agency. Mileage reimbursement will be at a rate established annually by the Department of Administration.

Completed forms are to be returned to the employee's immediate supervisor, then signed and promptly forwarded to Central Fleet at the address above.

If any information provided on this form should change, it is the employee's responsibility to complete a new form and return it to their immediate supervisor to be signed and promptly forwarded to Central Fleet at the address above.

Employee Agreement:

I acknowledge that I have received and/or read a copy of the statewide Fleet Policies and Procedures (DOA-3068P) and I understand the contents.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis.

I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

Driver's Signature	Date (mm/dd/ccyy)
Supervisor's Signature	Date (mm/dd/ccyy)
Supervisor's Name (please print or type)	email address



Vehicle Assignment Transfer

For Fleet staff use. Processed by:

- Contact Name Change
- Exchange Within Leasing Agency
- Exchange With Central Fleet
- Return to Central Fleet
- New Assignment

Name _____

Date (mm/dd/ccyy) _____

**Do Not Use Abbreviations for Department, Division, Mail Routing or Other Employer Identification Information.
Please Complete This Form Separately For Each Vehicle Involved In Any Transfer.**

Fleet Number	License Number	Present Mileage	Effective Date (mm/dd/ccyy)	<input type="checkbox"/> Replaces <input type="checkbox"/> Replaced by Fleet #
Billing Charge Back Codes	% Split	Customer Use Code	Customer Optional Data	
Any Splits Must Add Up to 100%.				
Splits May Have Two Decimal Places Only.				
Department or Agency Name or "UW System"		Division (or Campus and UW Department) Name		Supervisor Name
Vehicle Contact Person		Vehicle Contact Person Email (work) Provide Supervisor's Email Address if Contact Has No Email		
Vehicle Contact Person First Class Mail (work)	City	State & ZIP + 4	Area Code & Phone Number ()	
Vehicle Contact Person Street Address (work)	County Where Vehicle Will Be Parked When Not in Use		Area Code & Fax Number ()	

Assignment Type and Duration (check all that apply)

- Work Shared Personal Permanent Temporary, Ending (mm/dd/ccyy): _____
 Replacement Additional Procurement Cycle Year: _____

Employee Agreement (All Assignments):

I acknowledge that I have received and/or read a copy of the statewide Fleet Policies and Procedures (DOA-3068P) and I understand the contents. I acknowledge that personal use of state-owned vehicles is not allowed except under conditions set forth in the statewide Fleet Policies and Procedures.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis. I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

I understand that while using this vehicle for authorized use, I will be considered an agent of the State of Wisconsin under ss. 165.25(6) and 895.46(1), Wis. Stats. and thus have the protection of the State of Wisconsin.

I agree to maintain the Assigned Vehicle Log sheet (DOA-3472 or agency equivalent form), and to send both the log sheet and monthly Vehicle Usage Report to arrive in the Central Fleet office before the 10th of each month.

Employee Agreement (Authorized Personal Assignments Only):

I do hereby request (or) waive the privilege of personal use of my assigned state-owned vehicle.

I agree to keep an accurate record of all personal mileage by recording them separately, and reporting the total on a monthly basis. I understand that only I am authorized to use this vehicle for personal use and I do not have authority to grant permission for personal use to any other person except for reasons of health or safety.

I understand that I must reimburse the department at the current rate for all personal miles driven. I will include my check or money order as payment for personal miles driven with the monthly Vehicle Usage Report (Made payable to Department of Administration).

Driver License Number	State (if not WI)	Date of Birth (mm/dd/ccyy)
Vehicle Contact Signature	Supervisor Signature (for personal assignment)	Agency Fleet Manager Signature (all)
Agency Authorized Signature If Required	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Designee Title:
Signature	Date (mm/dd/ccyy)	

Department of Administration
Central Fleet
AD-GS-75

Pool Vehicle Non-Availability

Date ____ / ____ / ____

To: Name _____

Address _____

Phone _____

Agency _____

Date Called ____ / ____ / ____

This is to certify that on ____ / ____ / ____ through ____ / ____ / ____

there was not a pool vehicle available for _____

to utilize in travelling to _____

Approved by _____ Date ____ / ____ / ____

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- 10.03 Maximum Amount
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INTRODUCTION

In accordance with s. 20.916(8), Wis. Stats., the DER Secretary, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; portage tips; moving expenses; temporary lodging allowances; and meal and

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lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER), but no sooner than the effective date of this Plan, and remain in effect until the first day of the month following modification by JCOER. Department of Administration (DOA) has responsibility to ensure that travel claims are audited for compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense and approved by the appointing authority or designee.

Provisions in labor agreements for represented employees, that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines, postal service, e-mail, teleconferencing, Web-Casts and other technical applications as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the federal Outside the Continental United States (OCONUS) Per Diem rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

1.00 Definitions

1.01 Airline Receipt: An airline receipt is the original "Passenger Receipt" plus any applicable original travel agency invoice/itinerary evidencing service fee amounts. If these are not available, a reasonable copy or computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as a credit card statement or cancelled check, will be acceptable. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.

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1.02 Employee: Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.

1.03 Headquarters: The physical location of the employee's established work site.

1.04 Headquarters City: The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The appointing authority or designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.

1.05 Lowest Appropriate Airfare: Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time, may require one plane transfer without regard to carrier, aircraft, and connecting airport and departs from the airport nearest to the employee's headquarters location or, at the discretion of the employee, from an airport offering a fare which is more cost effective, including parking, mileage, and/or additional overnight stays.

1.06 Non-Airline Receipt: A non-airline receipt is the original statement document from the supplier, preferably one that clearly evidences the form of payment, date of purchase, name of supplier, and type of purchase. In the case of lodging, detailed itemization of the expenses is required. If the original receipt is not available, a reasonable copy of the receipt or a computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as credit card statement or cancelled check, will be accepted. In the case of lodging, the copy must provide a detailed itemization of expenses. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.

1.07 Traveler: Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

1.08 Travel Status: When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

1.09 Volunteer: Any officially authorized person not in employee status, who provides service to the state.

2.00 Authority for Travel

2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the appointing authority or designee.

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2.02 Appropriateness

Pursuant to s. 16.53(12)(b), Wis. Stats., the appointing authority or designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibilities or duties of the employee's unit.

Pursuant to s. 16.53(1)(c)7., Wis. Stats., before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the appointing authority or designee should ensure that a clear state interest is being served.

3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The appointing authority or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

When a number of state employees are knowingly traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority or designee determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

3.01 Air Travel

NOTE: Refer to the DOA's State Procurement contracts on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare (Reference the definition in 1.05 of this Section). The appointing authority or designee may determine a reimbursement amount other than the lowest appropriate airfare only when the traveler provides written explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and a receipt attached to the travel voucher (Reference the definition in 1.01).

Where airfare is being paid directly by a state agency, the invoice and other attachments to the payment voucher should reflect the following information:

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- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

NOTE: Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of official state business, belong to the State of Wisconsin and should be used whenever possible for subsequent official state business. Business use of frequent flier vouchers, vouchers for bumping, discount coupons or other instruments are not considered to have any monetary value, and therefore, employees shall not be reimbursed for using them

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) Reimbursement for use of private aircraft will be made at the rate of 32.5 cents per mile if under s. 20.916(5)(a), Wis. Stats., use of a private aircraft is authorized prior to travel by an appointing authority or designee who has confirmed that the individual has the required insurance coverage.
- (4) Miscellaneous Travel Supplier Fees: Fees incurred because travel arrangements were changed (such as, but not limited to, those changed by airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

3.02 Travel by Train

Pursuant to s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

3.03 Travel by Bus

Employees traveling within the headquarters city and between cities should travel by bus whenever feasible, as determined by the appointing authority or designee. Receipts are required for reimbursement of travel between cities.

3.04 Taxis and Airline Shuttles

Reasonable charges for taxis and airline shuttles, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible and the employee shall be reimbursed at a rate of no more than

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that of the shuttle service cost if such shuttle service was available. Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds \$25.

3.05 Vehicle Transportation

(1) Use of State Pool Vehicles

- (a) Management shall encourage employees to use state pool vehicles whenever feasible and whenever an vehicle is required for conducting official state business unless a state-owned vehicle is already personally assigned.
- (b) When using state pool vehicles, passengers shall be limited to state employees or travelers engaged in official state business.
- (c) Credit cards are provided with each vehicle and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned vehicles which can be claimed on a travel voucher as reimbursable are:
 - 1. Storage, parking and toll charges.
 - 2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the vehicle are required.
 - 3. Emergency expenditures related to operation of the vehicle. Receipts showing the fleet number of the vehicle are required.
- (d) Personal use of a pool vehicle is not permitted.
- (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.

(2) Use Of Personally-Assigned State-Owned Vehicles

- (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
- (b) Pursuant to s. 20.916(7), Wis. Stats., an employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 32.5 cents per mile, plus sales tax.
- (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.

(3) Use Of Privately-Owned Vehicles

- (a) Reimbursable business miles are determined as follows:

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1. Actual miles driven by the most direct route between an employee's headquarters and a work site removed from the assigned headquarters
2. Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters
3. For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site.
4. When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employee will be reimbursed mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.
5. Items 3.05(3)(a)1. through 3. should be used to determine reimbursable business mileage for each component of a trip when multiple stops are made during the day.
6. Mileage from the employee's home to the assigned headquarters is not reimbursable.

NOTE: See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

- (b) An employee shall be reimbursed at the rate of 32.5 cents per mile if accumulated personal car business mileage per round trip is:
1. Less than 100 miles. Employees may be required to secure a non-availability slip, at the discretion of the appointing authority or designee.
 2. More than 100 miles and the employee's agency issues them a non-availability slip because the agency maintains a central pool in the headquarters city.
 3. More than 100 miles and if both the employee's agency and the DOA central fleet issue a non-availability slip because the agency's central pool and central fleet are located in the headquarters city.
 4. Any mileage if there is no access to a fleet vehicle in the headquarters city.
 5. Any mileage if these requirements are waived on an individual basis. The agency must demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.

Section F – 7.02

(c) The non-availability slip should include the date of the request as well as the dates for which a pool vehicle is requested and must be signed by the agency dispatcher or DOA Central Fleet representative.

(d) Except as provided in (b) above, if an employee uses his or her own automobile, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats., except as otherwise stated in this Section (Section F).

NOTE: Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.

(e) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.

(f) Upon approval of the appointing authority or designee:

1. Pursuant to s. 20.916(4)(b), Wis. Stats., an additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment.

2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).

3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).

4. Persons with disabilities who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be 45 cents per mile unless a non-availability slip has been obtained.

NOTE: Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals shall be kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

Section F – 7.02

(g) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, in accordance with s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 16.2 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:

1. Only one individual may be transported on a single motorcycle.
2. The appointing authority or designee may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.

(h) Pursuant to s. 20.916(4)(c), Wis. Stats., for travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

The employee's appointing authority or designee shall give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, shall not exceed what would ordinarily have been incurred had the most practical means of public transportation been used.

(i) Parking charges and tolls incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the appointing authority or designee, pursuant to s. 20.916(9)(e), Wis. Stats. Receipts are required for claims in excess of \$25. Parking charges incurred at the employee's headquarters are not reimbursable, except as noted in 8.00 of this Section (Section F).

(j) If cost effective, agencies may reimburse actual round trip mileage for travel to and from the airport on the departure and return dates. Reimbursement is limited to round trip mileage between the employee's home or headquarters, whichever is shorter, and the airport. The total reimbursement must not exceed the cost of any other reasonable means of getting to the airport, including parking fees if it would have been required.

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- (k) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.

(4) Vehicle Rentals/Insurance.

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

NOTE: There are restrictions with regards to renting 12 or 15 passenger vans. Renters of 12 or 15 passenger vans must be authorized by their respective appointing authority or designee prior to renting.

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors if a contract vendor is not available or the rental cost, including CDW and liability insurance is less expensive and services are equal to the contract vendors.
- (b) The CDW and liability insurance for domestic rentals shall be purchased when renting from non-contract vendors and when renting from a contract vendor for rentals where such coverage is not included in the contract. For international rentals, travelers must purchase CDW and liability insurance unless provided under the vendor contract for the country in which the travel occurs.
- (c) Be prepared to provide identification of state employment.
- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.
- (e) Claims for reimbursement must be supported by the original receipt.

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- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

NOTE: Refer to the DOA's State Procurement Contract on Rental Cars or DOA Fleet Office for additional detailed information.

3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

4.00 Meal Expenses

4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals, subject to the maximums provided in 4.02, below. Meals included in the cost of lodging or registration fees are not reimbursable. The appointing authority or designee may grant individual exceptions if the employee provides written justification.

4.02 Maximum Meal Amounts

- (1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$17.00

- (2) Maximum permitted amounts for individual meals due to out-of-state travel, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

- (3) The maximum allowable tip is 15% of the meal claim.

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- (4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.
- (5) Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

4.03 Meal Receipts

Receipts for meals are not required except for the following:

- (1) Any claim in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. If the employee has a choice in the selection of the restaurant or the menu item, the employee is expected to stay within the maximums. When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.
- (2) If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the appointing authority or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

4.04 Timeframes for Meal Reimbursement

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

The time or time periods specified above, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall be based on the type of meal appropriate to the time of day.

4.06 Alcoholic Beverages

The cost of alcoholic beverages is not reimbursable.

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4.07. Bottled Water Reimbursement for International Travel

Reimbursement will be made for purchased bottled water. Employees are limited to maximum reimbursement of \$7.50 per day when in international travel status (outside the contiguous U.S.).

5.00 Hotel and Motel Expenses

5.01 Lodging Claims

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.
- (2) When an appointing authority or designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.
- (3) When an appointing authority or designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.
- (4) An appointing authority or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

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5.02 Maximum Lodging Rates

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be:

As of July 1, 2001
\$62

- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be:

As of July 1, 2001
\$72

- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DER. For lodging maximums in higher cost cities, refer to the most recent issue of the DER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities."
- (4) If an employee is required to stay in a city not listed in the "Maximum Reimbursement for Lodging in High Cost Out-of-State Cities" bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) shall apply. DOA shall determine the nearest comparable city.
- (5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single room rate. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

5.03 Exceeding the Maximum Lodging Rate

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

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5.04 Checkout Times and Extended Stays

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

5.05 Lodging Receipt Requirement

All lodging expenses must be supported by an original itemized receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

5.06 Non-licensed Facilities

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority or designee if there is a clear cost benefit to the state.

5.07 Government Discounts

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address, identification and provide tax exemption documentation to the hotel to avoid payment of state, county and local taxes. Employees shall ask for government or negotiated rates.

5.08 Negotiated Rates

If there are negotiated contracts available with hotels within the state, employees shall use these properties whenever possible.

6.00 Meeting Facilities

6.01 State-Sponsored Meetings, Training and Conferences

Whenever possible and cost effective, meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees should be conducted in public facilities (defined as facilities owned, leased or operated by the State) and at locations which will:

- (1) Minimize fuel consumption for transportation;
- (2) Provide the necessary services for the session at the most economical cost to the state;
- (3) Facilitate public attendance and/or press coverage as necessary; and

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- (4) Accommodate persons with disabilities to the fullest extent possible.

6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the appointing authority or designee.

7.00 Other Allowable Travel Expenses

7.01 Laundry, Cleaning and Pressing Charges

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

7.02 Telephone/Fax/Internet Connectivity

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call is reimbursable up to \$5.00 each for the following conditions:
 - (a) Each night an employee must spend overnight away from home in travel status; or
 - (b) As a result of each unscheduled geographical location change; or
 - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls, business facsimile charges and/or Internet connectivity in excess of \$5.00 per call shall be supported by receipt.

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7.03 Hotel Gratuities and Portage

- (1) Necessary gratuities to hotel employees are reimbursable, up to \$2.00 on the day of arrival, \$2.00 on the day of departure and \$2.00 per each night of stay.
- (2) Portage costs at airports or bus terminals shall be reimbursed. The claim should not exceed \$1.00 per piece of luggage.

7.04 Registration Fees

- (1) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over \$25.
- (2) Expenses of individuals not on official state business (spouse, family members, friend, etc.) that are included in the registration fees are not reimbursable.

7.05 ATM Service Fees

The service or transaction fee for the cost of ATM withdrawals obtained for business expenses may be reimbursed upon approval of the appointing authority or designee.

7.06 Passports and Visas

Charges for passports, visas and associated required photographs are reimbursable if incurred in connection with official state business. No expedited charges will be reimbursed unless written justification is provided. The cost of inoculations and other routine medical procedures required for entry into certain foreign countries that is not covered by insurance is also reimbursable. Receipts are required if the claim exceeds \$25.00.

8.00 Expenses in an Employee's Headquarters City

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the appointing authority or designee. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

9.00 Traveling With Spouse or Other "Non-Employee" Individuals

Travel expenses for individuals not on official state business (spouse, family member, friend, etc.) are not reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be

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entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

10.00 Reimbursement for Moving Expenses

10.01 Authority

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

NOTE: Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a \$600 stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 32.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

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10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority or designee. Actual, reasonable and necessary expenses will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

NOTE: See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the appointing authority or designee. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

NOTE: Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

NOTE: Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

13.00 Food and Lodging Allowances for Legislators

Food and Lodging allowances for legislators will be determined in accordance with s. 13.123(1), Wis. Stats.

14.00 Miscellaneous

14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

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- (1) Appointing authority or designee approval; and/or
- (2) Conference agenda or brochure.

NOTE: See 13.00 of this Section (Section F) for exceptions regarding legislators.

14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed for some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats., and the maximums established under this Section (Section F). Volunteers must contact the risk management office of the agency they are serving prior to traveling on state business and seeking reimbursement for the state.

14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

NOTE: If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

14.04 Payment for Unauthorized Travel Prohibited

Pursuant to s. 20.916(6), Wis. Stats., payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made.

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14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by DER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval of JCOER).

14.06 Penalty for Filing Fraudulent Travel Claim

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

14.07 Advancement of Travel Expenses

The appointing authority or designee may advance money for travel expenses to employees. The travel advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).

Travel Voucher

Wisconsin Department of Administration
DOA-6107 (R04/2002)
S. 16.53, Wis. Stats.

Please fill in the **YELLOW fields ONLY**
Staple Receipts Face Up

DOCUMENT NUMBER
FOR AGENCY USE ONLY

Department - Division

Social Security No. (Must be provided for payment to be made)

Collect. Bargaining Unit
Perm Project LTE

State Officer or Employee Name:

Residence Street Address

Non State Employee-P1
Headquarters or Home Station

M-M-Y-Y

City

WI Zip + 4

Travel Period:

From To

WI

Project Number Debit Amount Credit

FY	Fund	Agency	Org	Sub Org	Approp	Activity	Object	Sub Obj	Bal Sheet Account	Reporting Category	Project Number	Debit	Amount	Credit
					9673				5090					
					967B				5090					
Totals													\$0.00	\$0.00

DATE	OFFICIAL BUSINESS EXPLAIN PURPOSE OF TRIP	TRAVEL POINTS		HDQS. TIME DEPART RETURN	Personal Vehicle MILES	LODGING	MEALS, including tips			OTHER ALLOWABLE EXPENSES		TOTAL ALLOWABLE EXPENSES		
		FROM	TO				MORNING	NOON	EVENING	ITEM	AMOUNT	TAXABLE	NON-TAX	
Item billed directly to the state agency.														
Sub Totals														
					0	\$0.00	0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
					02 rate	Miles at	0.325	per mile =	\$0.00					
					10/Rate	Miles at	0.220	per mile =	\$0.00					
						Miles at	0.070	per mile =	\$0.00					
TOTALS													\$0.00	\$0.00
TOTAL MILLEAGE COSTS														\$0.00

CLAIMANT'S STATEMENT S. 16.53, Wis. Stats.
I declare, under penalties of perjury, that all claimed travel expenses are true and correct and are in conformity with Wis. Stat. 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.

I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State. Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.

Date _____ Claimant's Name (if sending electronically) or Signature _____
Supervisor's Name (if sending electronically) or Signature _____

Audited in accordance with S. 16.53 Wis. Stats. and allowed by the provisions of Ch. 20:

TOTAL EXPENDITURE	\$0.00
LESS TRAVEL ADVANCE	
NET AMOUNT DUE	\$0.00

Date

Work Shared Vehicle

Fleet Number	A D 0 2 1 2 3 4	Driver's Agency Department of Administration	Usage Month	0	6	2	0	0	2	
Mileage Submitted for:										
1. Ending Mileage Reading	1	1	3	7	5	Driver's Printed Name	Mike Smith			
2. Beginning Mileage Reading	1	0	1	4	2	Driver's Signature	Mike Smith			
3. Total Miles Traveled	1	2	3	3	Date (mm/dd/ccyy)	06/30/02				
4. Business Miles	1	2	3	3	Supervisor's Printed Name	John Doe				
5. Personal Miles (subtract 4 from 3)					Supervisor's Signature	John Doe				
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)					Date (mm/dd/ccyy)	06/30/02				
**CHECK Enclosed for \$	N/A									
**Make checks payable to: Department of Administration										
Please DO NOT include invoices or receipts in this envelope.										
Wisconsin Department of Administration Monthly Vehicle Usage Report DOA-3223 (R04/2002)										

Personally Assigned Vehicle

Fleet Number	A D 0 2 1 2 3 4	Driver's Agency Department of Administration	Usage Month	0	6	2	0	0	2	
Mileage Submitted for:										
1. Ending Mileage Reading	1	1	3	7	5	Driver's Printed Name	Mike Smith			
2. Beginning Mileage Reading	1	0	1	4	2	Driver's Signature	Mike Smith			
3. Total Miles Traveled	1	2	3	3	Date (mm/dd/ccyy)	06/30/02				
4. Business Miles	1	2	1	4	Supervisor's Printed Name	John Doe				
5. Personal Miles (subtract 4 from 3)					Supervisor's Signature	John Doe				
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)					Date (mm/dd/ccyy)	06/30/02				
**CHECK Enclosed for \$	6.52									
**Make checks payable to: Department of Administration										
Please DO NOT include invoices or receipts in this envelope.										
Wisconsin Department of Administration Monthly Vehicle Usage Report DOA-3223 (R04/2002)										

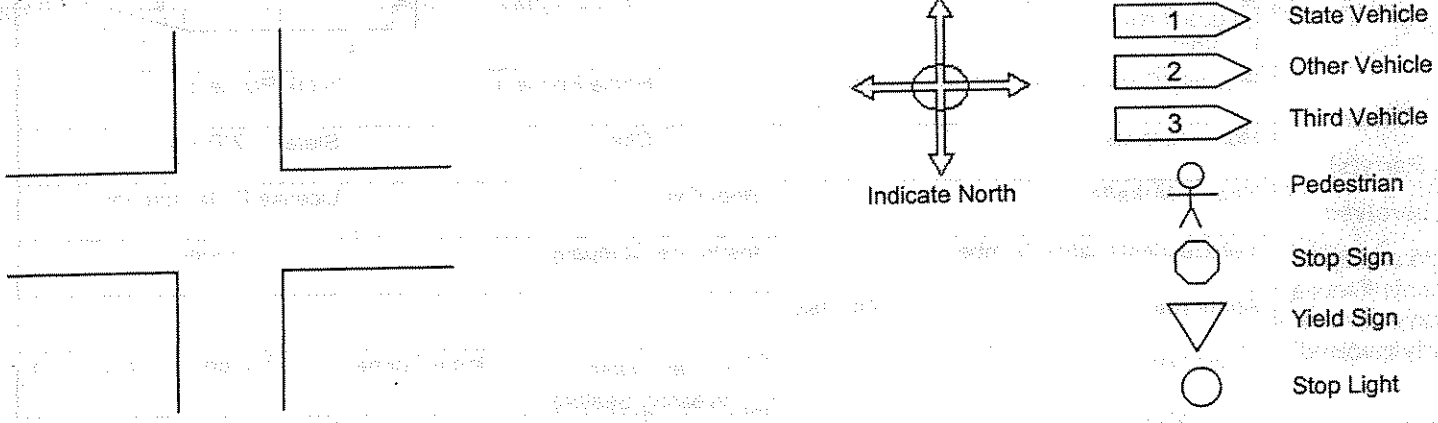
Vehicle Accident/Incident Report

- Instructions:** In case of an accident involving a state-owned vehicle, the driver of the vehicle must:
1. Report the accident promptly to a local law enforcement agency and obtain a copy of the officer's report.
 2. Contact your supervisor and fleet manager as soon as practical to report the accident.
 3. Within 24 hours of the accident, submit this completed & signed form to your supervisor.
 4. Submit this completed form, signed by your supervisor, to the appropriate Fleet Office within 48 hours.
 5. If the police do not respond or complete the accident report and the accident has caused bodily injury, vehicle property damage is \$1,000 or more and/or government-owned property damage is \$200 or more the driver must submit a completed MV-4002 Driver's Report of Accident to the Department of Transportation within ten days. Forward a copy to the fleet office.

Agency/Dept. Location	Agency/Department Name		Division/Institution/Campus		Agency Number	
	Supervisor's Name			Phone Number ()		
	Street Address		City	ZIP + 4		
Location of the Accident	Street/Highway			Accident Date (mm/dd/ccyy)		
	City	County	State	Accident Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	
State Vehicle Information	State Vehicle Owner Agency/Dept. Name		Reason for Vehicle Use			
	Year	Make/Model	Body Type	Mileage	Color	
	Fleet Number	Vehicle Identification Number		License Plate Number		
	Describe Parts Damaged			Circle numbered areas of vehicle damage.		
<input type="checkbox"/> Assigned <input type="checkbox"/> Pool/Functional						
Information on Driver of State Vehicle	Driver Name		<input type="checkbox"/> Driver Injured	Home Phone ()	Work Phone ()	
	Email Address		<input type="checkbox"/> Wearing Seat Belt	Date of Birth		
	Work Address		City	State	ZIP + 4	
	Home Address		City	State	ZIP + 4	
	Were There Passengers in This Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____			Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other Party(s) Involved <small>(add additional sheets if more than one other party involved)</small>	(Please indicate what type of property was damaged.) <input type="checkbox"/> automobile <input type="checkbox"/> fence <input type="checkbox"/> building <input type="checkbox"/> guard rail <input type="checkbox"/> other _____		Describe Parts Damaged		If automobile, circle numbered areas of vehicle damage.
Property Owner (if different from driver)		Home Phone ()	Work Phone ()			
Home Address		City	State	ZIP + 4		
Year		Make/Model	Body Type	License Plate Number		
Vehicle Identification Number		Insurance Company		Phone ()		
Agent Name		Address				
Driver Name		<input type="checkbox"/> Driver Injured	Home Phone ()	Work Phone ()		
Home Address		City	State	ZIP + 4		
Driver's License Number						
Were there passengers in this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____			Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

Was the accident investigated by a law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were photographs taken at the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom?
Name of the Investigating Officer		Law Enforcement Agency Name
Case Number		Were citations issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
Road Conditions <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Other _____		To whom? Did the state vehicle have lights on? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim
At what speed were you (state vehicle) traveling?		Did the other vehicle have lights on? (if other vehicle involved) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim
At what speed was the other vehicle traveling?		Posted Speed Limit
What traffic controls were in effect?		For whom?
What signals were given by you?		Who had the right of way?
What signals were given by the other driver?		What did the other driver do to avoid the accident?
What did you do to avoid the accident?		What did the other driver do to avoid the accident?
Witness Information	Name of Witness	
	Home Address	Phone Number ()
	City	State ZIP + 4
Driver Description of the Accident/Incident <input type="checkbox"/> Attached sheets include additional description, witness and passenger information.		

Please complete this diagram. Indicate names of streets, direction, position of vehicles and point of contact. Use a solid line to show path before the accident and a dotted line to show path after the accident.



As the driver of the state owned vehicle described in this report, I acknowledge that all information provided is true and accurate to the best of my knowledge.

Signature of Driver *(Required)* _____ Date (mm/dd/ccyy) _____

Scope of Employment Statement

As supervisor of this position, I affirm that the individual named driver was operating the vehicle within his or her authorized scope of employment at the time of the accident. Yes No

Signature of Supervisor *(Required)* _____ Date (mm/dd/ccyy) _____