

C 2

Wisconsin DRIVER REPORT OF ACCIDENT

DO NOT COMPLETE this Driver Report of Accident if a law enforcement officer completed a Wisconsin Motor Vehicle Accident Report.

COMPLETE this Wisconsin Driver Report of Accident if:

- There was \$1000 or more damage to any one person's property
- OR -
- Anyone was injured
- OR -
- There was \$200 or more damage to government property, other than vehicles.

MV4002 1/2004 s.346.70(2) Wis. Stats.

Wisconsin Department of Transportation

Please provide all requested information. Print clearly.

1. You are "Unit 1".
2. An individual involved in the accident must sign the report.
3. Provide all information on the other driver(s)/owner(s) involved. Incomplete reports may be returned requesting missing information. If you need assistance, contact your insurance agent, local law enforcement agency, or the DOT Traffic Accident Section at 608-266-8753.
4. Use the "Narrative" and "Diagram" sections to explain how the accident happened.
5. If more space is needed, use plain paper and attach to this report.
6. This form is available at www.dot.wisconsin.gov/drivers/drivers/traffic/accident.htm.

Retain a copy of this report for your records before mailing.

Mail completed report to address shown below.

(Fold report so that address panel shows to outside - tape bottom edge closed and mail - Do not staple).

Important - Please print your return address:

Place stamp here
Post Office
will not deliver
without postage

**TRAFFIC ACCIDENT SECTION
WISCONSIN DEPT OF TRANSPORTATION
P O BOX 7919
MADISON WI 53707-7919**

Next page

WISCONSIN DRIVER REPORT OF ACCIDENT

**CONTINUE ONLY ...if there was \$1000 or more damage to any one person's property,
OR ...if anyone was injured,
OR ...if there was \$200 or more damage to government property, other than vehicles.**

(See instructions on page 1 before completing - Please Print)

<input type="checkbox"/> Hit and Run Accident?	<input type="checkbox"/> YES	ACCIDENT LOCATION	County of _____	City, Village or Township of _____	ACCIDENT DATE	Month _____ Day _____ Year _____	Day of Week _____ Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Total Units Involved _____	Total Injured * _____	Name and Number of Street(s) or Highway or Parking Lot _____					

TYPE OF ACCIDENT (Please check one) Hit another motor vehicle in operation Hit a parked vehicle Hit a deer Hit a bicyclist or pedestrian Other

UNIT 1

Driver Full Name (Last, First, MI) _____ Sex _____

Address _____ Birth Date _____

City & State _____ Zip Code _____ Daytime Phone Number (_____) _____

Driver License Number _____ Issuing State _____

Vehicle Legally Parked YES NO Operating a commercial vehicle? YES NO If yes, circle appropriate classification A B C

Owner Full Name (Last, First, MI) _____

Address _____

City & State _____ Zip Code _____ Daytime Phone Number (_____) _____

License Plate Number _____ Exp Yr _____ Issuing State _____ Vehicle Make _____ Year _____ Color _____

Vehicle Identification Number _____

Was a motor vehicle liability insurance policy in effect on the day of the accident? NO YES Policy Holder's Name _____

Exact Name of Insurance Company _____

UNIT 2

Driver Full Name (Last, First, MI) _____ Sex _____

Address _____ Birth Date _____

City & State _____ Zip Code _____ Daytime Phone Number (_____) _____

Driver License Number _____ Issuing State _____

Vehicle Legally Parked YES NO Operating a commercial vehicle? YES NO If yes, circle appropriate classification A B C

Owner Full Name (Last, First, MI) _____

Address _____

City & State _____ Zip Code _____ Daytime Phone Number (_____) _____

License Plate Number _____ Exp Yr _____ Issuing State _____ Vehicle Make _____ Year _____ Color _____

Vehicle Identification Number _____

Was a motor vehicle liability insurance policy in effect on the day of the accident? NO YES Policy Holder's Name _____

Exact Name of Insurance Company _____

***INJURED** Important - Number of injuries reported must equal number entered in "Total Injured" box above. Injury Codes: A=Severe, B=Moderate, C=Minor

Unit No.	Name (Last, First, MI)	Address	City & State	Zip Code	Sex	Birth Date	Injury Code

VEHICLE DAMAGE Unit 1 - Important - Circle the numbers closest to the damaged areas.

Damage Estimate (Required) \$ _____

Unit 2 - Important - Circle the numbers closest to the damaged areas.

Damage Estimate (If Known) \$ _____

PROPERTY DAMAGE Describe what was damaged. Property damage includes structures, trees, fences, towed items, etc. Do NOT include vehicle damage.

Property Owner Full Name (Last, First, MI) _____ Address, City, State & Zip Code _____ Daytime Phone Number (_____) _____

NARRATIVE Print a brief description of the accident.

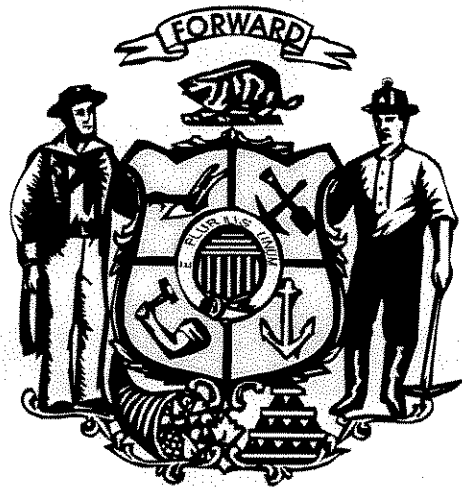
DIAGRAM Draw a basic picture of the accident and location. Indicate North by putting an arrow in the circle.

X

(Signature Required)

FLEET MANAGEMENT POLICIES

WISCONSIN STATE GOVERNMENT



REVISIONS AS OF JUNE 10, 2004

STATE FLEET MANAGEMENT POLICIES
WISCONSIN STATE GOVERNMENT

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WISCONSIN STATE FLEET MANAGEMENT POLICIES

AUTHORITY

This Fleet Management Policies Manual for Wisconsin State Government is based on the collection of statutes, memoranda and administrative codes that govern the use of state vehicles. The State of Wisconsin Department of Administration approved and issued this Fleet Management Policies Manual to control the use of all state vehicles. Fleet policies reflect minimum requirements that state agencies and drivers must abide by to operate vehicles owned by the State of Wisconsin and requirements are not to be lessened or waived.

This manual provides the state vehicle owner agency with the basic regulatory requirements for managing a vehicle owned by the State of Wisconsin. The owner agency fleet manager/coordinator/supervisor should consult the Fleet Driver Policies Manual for policies directed to the driver.

The purpose of owning a fleet of state vehicles is to provide vehicles for the business use of employees. The laws granting state government the authority to own and operate a fleet of vehicles are contained in Wisconsin Statutes, Chapter 16 and 20, and Administrative Codes. A number of collective bargaining agreements also contain provisions relating to travel and state vehicle usage. Citation of 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(1e)	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

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

WISCONSIN STATE FLEET DRIVER POLICIES

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.

DEPARTMENT OF ADMINISTRATION RESPONSIBILITIES

Under s. 16.04, Wisconsin Statutes, the Department of Administration (DOA) is assigned the following responsibilities for managing all state vehicles:

- Develop uniform state policies and guidelines for vehicle acquisition, use, and maintenance.
- Keep up-to-date records on operational costs, vehicle performance evaluations and replacement of vehicles.
- Screen all requests for additional or replacement vehicles, prior to forwarding those requests to the Governor for approval.
- Maintain an inventory of all state vehicles.
- Review agency records relating to fleet operations and the use of state vehicles on an annual basis.

The DOA Division of State Agency Services performs these responsibilities.

AGENCY RESPONSIBILITIES

State agencies authorized by DOA under s. 16.04(2), Wisconsin Statutes, to manage and operate state vehicles, must adhere to the following policies and procedures. Any deviations from these policies must be authorized in writing by the DOA Secretary prior to any use of any state vehicle in a manner which does not adhere to the following policies and procedures. A state agency authorized to operate state vehicles must have an employee designated to perform a minimum of two of the following three levels of fleet administration:

FLEET MANAGER

An agency that controls the deployment of owner agency vehicles acquired with agency/campus funds must employ a fleet manager. Fleet managers are responsible for the following:

- Designate and review vehicle assignments
- Establish maintenance procedures
- Evaluate and recommend vehicle procurement needs
- Identify surplus vehicles for sale disposition
- Maintain vehicle history records
- Maintain records
- Monitor direct and indirect fleet costs
- Maintain fleet required data

FLEET COORDINATOR

Agency Fleet Coordinators are the owner agency's representatives and assist in carrying out the Fleet Manager's duties at a local level. Fleet Coordinators in a non-owner agency also act as the agency's central point of contact regarding fleet administration. An agency or agency sub-unit that operates leased vehicles must designate one of their employees to perform the minimum administrative requirements contained in these policies for using state vehicles. The Fleet Coordinator also interprets fleet policies and provides assistance to administrators and drivers regarding these policies. Fleet Coordinators are responsible for the following:

- Authorize the use of state vehicles
- Ensure adherence to fleet maintenance procedures
- Communicate and forward information regarding vehicle needs to fleet managers/drivers/supervisors
- Identify underutilized/replaceable vehicles
- Monitor vehicle use (e.g., mileage logs)
- Monitor costs that must be reimbursed to the State by the employee

WISCONSIN STATE FLEET MANAGEMENT POLICIES

- Investigate citizen driver complaints
- Assist in obtaining missing or erroneous driver reports

DRIVER SUPERVISOR

In addition, the supervisor of a driver also has these responsibilities:

- Maintain up-to-date knowledge of fleet policies and procedures
- Educate their staff/drivers of all policies and procedures
- Ensure completion of initial Vehicle Use Agreement for their employees
- Submit requests for a vehicle assignment
- Manage mileage envelopes/logs including a review of personal use

DRIVER REGISTRATION

VEHICLE USE AGREEMENTS

Prior to operating any state-owned vehicle, a state employee must have a signed and approved Vehicle Use Agreement Form (VUA), DOA-3103 or equivalent (Appendix I). 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. An employee is prohibited from operating a state vehicle until the VUA is approved by the employing agency fleet manager/coordinator and is kept on file for annual review. A driver should expect a minimum of two weeks for processing and the driver is responsible for verifying approval/denial with the fleet manager/coordinator.

The VUA contains a provision signifying that the driver has been given a copy of the Fleet Driver Policies Manual and they acknowledge an understanding of and future compliance with the directives in the manual. The VUA also requires the driver's license number and informs the driver of their obligation to reveal negative changes in the status of their driver's record. New drivers must receive an orientation from their supervisor. At a minimum the orientation will include personal use rules, fueling procedures, monthly reporting, repair/maintenance procedures, accident reporting, and safety. The driver supervisor reviews and approves the VUA and forwards the form to the employing agency fleet manager/coordinator.

The fleet manager/coordinator from the employing agency should methodically review the submitted VUA. Approval or denial of the application is based on, but not limited to, the minimum standards for driving a state vehicle, which include a valid driver license, two years licensed driving experience, confirmation that the driver is eighteen (18) years of age and does not have three or more moving violations and/or at-fault accidents in two years, or an OWI violation within the past year. A driver will be rejected if they do not meet these minimum standards. The applicant's Department of Transportation (DOT) driver record must be reviewed. To obtain the abstract the fleet manager/coordinator must submit to the DOT the prospective driver's full name, driver license number, date of birth, and the state from where the driver license is issued.

Fleet managers/coordinators should also be aware that based on 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. Fleet managers/coordinators are responsible for confirming that training is complete before approving a VUA.

Only after a complete review, the fleet manager/coordinator shall indicate their decision on the form and send a copy of the form to the owner agency fleet manager and to the agency risk manager. The owner agency will enter the driver in statewide data system.

Agreement Status

Each year a review of all driving records of employees with active Vehicle Use Agreements will be conducted. Employees who, as a result of the review, no longer meet minimum standards for driving a state vehicle shall have their agreement voided and their driving privileges suspended until such time when they can demonstrate meeting the standard.

If employees are denied use of a state vehicle due to an unacceptable driving record and travel is *required*, drivers who hold a valid drivers license may use their personal vehicle and be reimbursed. Reimbursement will be at the rate equal to the full business mileage reimbursement rate established for an employee required to use their personal vehicle on state business set in the current Uniform Travel Schedule Amounts (UTSA) published by the Office of State Employment Relations (OSER) (Appendix II).

Drivers who have been denied use of a state vehicle based on an unsatisfactory driving record may request a review by the agency risk manager. If denied use of a state vehicle, an appeal may be made to their agency head. The agency head shall submit to the DOA Secretary for his or her review any agency approved request for waivers of the minimum standards for driving a state vehicle and a record of those drivers who receive approval will be kept on file at the BSRM.

VEHICLE ASSIGNMENTS

Fleet managers/coordinators are mandated to monitor the assignment and use of vehicles by all agency employees on a semi-annual basis, or more frequently, if necessary. Fleet managers/coordinators must also keep records up-to-date upon notice of a change in vehicle status. The review should specifically examine the distribution of vehicles that are assigned as work shared, personally assigned, motor pool or non-qualified personal use. All changes of assignment for vehicles must be done using the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix III) and be submitted to the owner agency with a copy to the Bureau of General Services Director.

In addition to determining assignment type, fleet managers/coordinators review and ensure the appropriate size of the vehicle and make a recommendation to their agency head for approval. Restrictions are set in the Vehicle -Procurement Information Memorandum (PIM) issued by the State Bureau of Procurement, stating it is the responsibility of every agency to review and restrict the assignment of vehicles. The PIM is available at <http://www.doa.state.wi.us/dsas> keyword: Procurement. The vehicle size must be based on the number of passengers in the vehicle and the amount of equipment or luggage being carried. Medical necessity is the only other reason a larger vehicle may be assigned and must be approved by the agency fleet manager.

Disabled employees seeking a waiver from the non-availability requirements for 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. These drivers will be reimbursed at the "full rate" set in the current UTSA published by OSER (Appendix II).

PERSONALLY ASSIGNED VEHICLES

Assigning an individual exclusive use of a state vehicle should be done only when there is a critical business need. All assignments must be done using the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix III) and be submitted to the owner agency with a copy to the Bureau of General Services Director for approval. All rules relating to personal use of the state vehicle (see Personal use section below) are strictly enforced.

The following guidelines are used to determine personal assignments and may be made more specific to meet the needs of the agency:

- Employee must need to use the vehicle 5-7 days per work week
- Vehicle requires special equipment not installable or transportable in a personal vehicle or making a state vehicle unsuitable for general use (e.g., law enforcement radios, sirens, lights, etc.)
- Employee is not headquartered near a motor pool or where a work shared vehicle is available.
- Employee is required to be on-call

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.

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 vehicles may not be used for any personal travel, including commuting. A work shared vehicle may be taken home by a driver with prior written 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).

Work shared vehicles must have a designated coordinator who is responsible for scheduling use of the vehicle(s), maintenance and repair, maintaining the Assigned Vehicle Log, DOA-3472 or equivalent (Appendix IV), and ensuring compliance with state fleet policies. Reassigning work shared vehicles requires the fleet manager/coordinator to file a VAT with the owner agency. Agencies should attempt, when feasible, to reassign personally assigned vehicles and consolidate shared vehicles into pools to minimize the need for additional vehicles. All requests for reassignments must be reviewed and authorized by the DOA Bureau of General Services Director.

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, authorization from a supervisor is also 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).

Fleet managers/coordinators managing a motor pool have added responsibilities because many drivers use the vehicles. Each driver using a pool vehicle must meet the minimum standards for driving a state vehicle and have an approved VUA on file. It is the responsibility of the fleet manager/coordinator to ensure maintenance and manufacturer recall repairs are complete.

Pool vehicles are to be reserved and issued to drivers by their agency dispatcher. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The agency dispatcher ensures that the driver is authorized to travel and has obtained a supervisor signature. A supervisor always must approve use of the vehicle by an employee. If the employee needs to take a pool vehicle home overnight or on the weekend when the fleet office is not open for business, authorization from a supervisor is also required. Vehicle assignment will be the smallest available vehicle based on the number of occupants and equipment/luggage to be carried.

Pool vehicles are subject to an annual review based on the breakeven mileage criteria determined by the DOA Secretary. Exceptions to the breakeven mileage criteria may be granted upon recommendation of an agency head and with written approval of the DOA Secretary. The number of vehicles assigned to a motor pool may need to increase or decrease to achieve optimum resource allocation.

If a pool vehicle is not available, and the driver obtains a non-availability slip, DOA Form AD-GS-75 or equivalent (Appendix V) then the employee will be reimbursed for use of their personal vehicle at the full business mileage reimbursement rate as set in the current UTSA ("the full rate") published by the OSER. The UTSA (Appendix II) also establishes other rules for reimbursement of an employee's use of their personal vehicle.

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.

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 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 to be used minimally for personal purposes and defined as follows:

- Police or fire vehicles:
 - Vehicle is clearly identified and obvious
 - A license plate designating the vehicle as a police or fire vehicle is not sufficient designation.
 - The employee must always be on call.
 - Employee must be required by agency to use the vehicle for commuting.
 - Employer must prohibit personal use other than commuting for travel of the office or firefighter's jurisdiction.
- Unmarked law enforcement vehicles:
 - Agency must officially authorize personal use in writing such as commuting for law enforcement purposes.
 - Employing agency must be a governmental unit responsible for prevention or investigation of crime.
 - Vehicle must be used by a full-time law enforcement officer, (e.g., officer authorized to carry firearms, execute warrants and make arrests)

PERSONAL USE OF STATE VEHICLES

All drivers of personally assigned, work-shared, and qualified non-personal use vehicles must comply with the following personal use policies.

WISCONSIN STATE FLEET MANAGEMENT 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 taken home unless required by the employer for business purpose.

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 state 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.

PERMITTED AND PROHIBITED 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 employees, 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

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.

REIMBURSING PERSONAL MILES TO THE STATEDetermining Personal Miles to be Reimbursed to State

Reimbursable personal miles driven on state vehicles are determined as follows:

- Actual miles driven between an employee's home and headquarters is considered commuting miles.
- Or The difference between actual miles driven and the calculated mileage via the most direct route are reimbursable personal miles. This method would be used if the vehicle was taken from headquarters to home and the trip was continued from the driver's home

Calculating Reimbursement to the State

The personal use of a state vehicle includes commuting to and from work in a state vehicle, 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 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 logs to the vehicle owner agency. Reimbursement to the State shall be calculated using one of the following two special valuation rules:

1. Vehicle Commuting Rule:

- Applicable only to drivers and passengers who meet all of the following requirements:
 - The employee is required to commute in the vehicle for valid business reasons and the employee is not to be compensated for such use.
 - No personal use other than commuting or de minimus (incidental) personal use is permitted.
 - The employee does not use the vehicle for personal purposes other than commuting and de minimus personal use.
 - The employee is not an elected public official.
 - The employee's pay is less than that of a federal government employee at Executive Level V (\$128,200 for 2004).
- Method of Calculating Reimbursement to State:
 - Qualifying Employees must reimburse the State at the higher of \$1.50 each way of the commute or \$0.325 per mile plus appropriate tax, whichever is greater.
 - 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:

- Elected officials and other employees who do not qualify under the commuting value rule must reimburse the state in accordance with this 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.

WISCONSIN STATE FLEET MANAGEMENT POLICIES

- 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 200 non-business miles on the vehicle during the year, which equals 10% of the total miles put on the vehicle. The value of non-business miles under the "lease value rule" is 10% of \$3000, or \$300. The value of fuel for 200 non-business miles is \$11.00. The total lease value of the non-business mileage is \$311.00.
- 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.

RECORDKEEPING AND REVIEWS

Rigorous record keeping and substantiation are required by the employee or agency fleet manager/coordinator and failure to report will result in a seizure of the vehicle. The State Controller's Office in collaboration with DOA-Division of State Agency Services will conduct an annual review of personal use.

All agencies that own or lease vehicles are responsible for annually reviewing vehicles operating within their agency and submitting a complete report to the DOA Secretary. In addition, s. 16.04, Wisconsin Statutes, mandates that each fleet manager shall review the use of state vehicles within their agency at least semi-annually to determine whether usage criteria are being met. Reports must include a detailed description of the utilization of each vehicle and justification of need.

Failure to submit the annual review justifications may result in a delay in the purchase of new vehicles until a review of the usage of all state vehicles is complete and all agencies have responded to DOA's request. Non-reporting agencies may also be subject to loss of vehicles as determined by the DOA Secretary.

Personally assigned and work shared assignments must be evaluated annually for the following:

- Utilization based on 16,000 miles of annual use or criteria annually established by the DOA Secretary.
 - DOA Secretary may grant special exceptions to the mileage criteria only after recommendation by the agency head.

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- Agencies will have 30 days to submit written justification on why vehicles that do not meet the criteria of the DOA Secretary should be assigned to the agency.
- Overall availability of vehicles in the fleet.
- Requirements such as those for federal grants or collective bargaining agreements.
- Determination of whether the priority of the assignment is in line with agency priorities and overall travel demand.
- Changes in the scope of work, which may require a change in the vehicle type, needed to accomplish the work objectives.
- Continued need for special purpose vehicles.
- Reimbursement to the State for personal use of personally assigned vehicles.

Fleet managers, in conjunction with the agency's annual vehicle report, will evaluate which vehicles are eligible for replacement. Eligibility for replacement is set out in a Procurement Information Memorandum (PIM) issued by the State Bureau of Procurement. Fleet managers/coordinators should follow the procedures of the owner agency in requesting replacements. Vehicle replacement occurs once per year. Mid-year requests may be made only in an emergency and, if approved, must be from existing stock or by recalling an underutilized vehicle. The purchases of new vehicles may only occur based on the approval of the Governor.

Requests for additional vehicles should follow the same procedure as requesting a replacement and must include a thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorize additional staffing or duties. Forms and additional instructions can be found on the SBOP Web Site: www.doa.state.wi.us/dsas/, Keyword: Procurement.

VEHICLE MAINTENANCE POLICIES

Fleet managers will develop and maintain a preventative maintenance program, and procedures for unscheduled maintenance for the state vehicles they own. Fleet coordinators will follow established policies and programs and manage maintenance. Supervisors will ensure compliance by drivers for maintenance related issues.

State vehicles must be serviced and maintained according to factory recommendations and the owner agency fleet manager must produce a maintenance schedule. Agency fleet managers/coordinators are responsible for scheduling service and maintenance on pool vehicles. Drivers are responsible for service and maintenance of personally assigned vehicles and agency fleet managers/coordinators for work shared vehicles. Mileage accumulated during this endeavor shall be considered business mileage. An authorized dealer shall do warranty work.

When a driver/fleet coordinator has been notified of a recall, it is their responsibility to have the vehicle serviced in a timely manner. Failure to perform maintenance may result in a loss of the vehicle, or in the event of damage to the vehicle the agency/driver may be subject to payment for vehicle repair. When notified by the fleet manager/coordinator of a driver's failure to comply with required maintenance or recall procedures, it is the responsibility of the driver's supervisor to immediately contact the driver and ensure compliance.

Generally, maintenance is authorized through a managed maintenance contractor, a State service facility or purchase order. Only in an emergency situation may vehicle maintenance be secured with a personal credit card or cash. If maintenance is paid through purchase order, vendors must come from the State Bureau of Procurement (SBOP) Statewide Bulletin for Vehicle Maintenance Service. If cash is used, an original receipt must be submitted to the agency supervisor with a travel voucher to secure a reimbursement approval. Fleet managers/coordinators are advised to consult with the SBOP (608/266-2605) for the appropriate procedures to follow. State Purchasing Cards (P-Cards) are not to be used for vehicle expenses.

WISCONSIN STATE FLEET MANAGEMENT POLICIES

Vehicle maintenance and repairs for automobiles and light trucks must be secured through purchase order if a managed maintenance contractor is not used. All receipts for service outside of a managed maintenance contractor should be signed and retained by the driver, who is then responsible for turning in those receipts either:

- at the end of their pool reservation, or
- at the end of each month with their assigned vehicle log forms and mileage envelopes.

The appropriate fleet manager/coordinator/supervisor is to review the maintenance tickets and reports. Drivers who have turned in questionable or unnecessary maintenance expenses must be contacted for further investigation and possible reimbursement to the vehicle's owner agency. Failure to reimburse may result in the loss of driver 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.

Receipts for vehicle maintenance do not need to be turned in by the driver if they are using the state contracts for managed maintenance services. All maintenance and repairs must be tracked for each vehicle in the fleet. This is done electronically through a maintenance contractor or through retention of hard copies of bills and work orders. If a managed maintenance contractor is used, they will track all costs through their vendor network and reports them on a monthly basis to the owner agency fleet manager. If a managed maintenance contractor is not used then copies of receipts and/or work orders must be retained and forwarded at the end of their pool reservation, or at the end of each month with their assigned vehicle log forms and mileage envelopes.

Fleet managers/coordinators/supervisors are responsible for ensuring vehicles are being maintained and should confirm their drivers understand the importance of the maintenance function and accept their responsibility in helping to maintain the vehicles that they drive. All drivers should be educated to increase their awareness of the vehicle's daily performance.

VEHICLE EMERGENCY AND ACCIDENT POLICIES

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.

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) Call the police to have an accident report completed. 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 an accident involves bodily injury or death, the BSRM should be contacted immediately.
- 3) Fill out the Vehicle Accident/Incident Report Form, DOA-6496 or equivalent (Appendix VI) completely including a supervisor signature and scope box checked and return to the agency risk manager or fleet coordinator within two (2) working days.
- 4) Obtain and submit a copy of the police report to the agency risk manager.
- 5) If the bodily injury to a non-state employee is involved, the claim will be assigned by BSRM to a third party adjuster for further investigation.

AGENCY RISK MANAGER OR REPAIR COORDINATOR

The agency risk manager or repair coordinator is responsible for submitting the following information to the owner agency, which handles the property claim and submits it to BSRM for payment if over \$500:

- Police report or DOT Driver Report of Accident Form, MV4002 (Appendix VII)
- Vehicle Accident/Incident Report Form
- Photographs of damage (if photos were taken)
- Two written estimates: If vehicle is totaled, documentation should also be submitted which supports the actual cash value of the vehicle.
- For property claims, one signed Proof of Loss Form, DOA-6413 or equivalent (Appendix VIII)

REPAIR/ACCIDENT COORDINATOR PROCEDURE

In the event of an accident, the repair/accident coordinator, responsible for the follow up and approval of repairs of the agency owned state vehicle, must adhere to the following steps:

1. Check to see that a police report is completed on vehicle damage over \$1,000, property damage over \$200, injuries, or hit and run damage/vandalism over \$200.
2. Contact driver with an instruction sheet
3. Inform driver to complete Accident/Incident Form, DOA-6496 or equivalent (Appendix V), and return it within 48 hours of the accident. Copy sent to owner agency and also to BSRM if it is an injury case.
4. Inform driver to get 2 estimates. Repair Coordinator or managed maintenance contractor can assist in recommending vendors.
5. Request/receive police report from Police Department for all cases.
6. Forward estimate to owner agency.

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7. Review estimates Receive authorization to proceed with repairs
8. Follow up with a call/email to driver requesting more information, if needed.
9. Follow up with a call/email to driver and supervisor if problems arise.
10. Follow up with driver and supervisor every 10 to 15 days on status of the repairs.
11. Compare invoice to estimate final invoice from repair shop.
12. Compares invoice to estimates and approve invoice, submit final packet to agency risk manager who will send to the BSRM.

DRIVER CLAIMS-RECOVERY OF LOSSES

Injured state employees may use their own health insurance, worker's compensation, or litigation on their own to recover damages against negligent third parties in a case with an injury.

Auto Claim Reporting - Property

Auto property claims over the \$500 deductible are to be finalized and filed with BSRM within 90 days from the date of loss. Claims submitted beyond 90 days may not be honored. Auto property claims of over \$10,000 should be immediately reported to the agency risk manager and/or BSRM for to determine if assignment to the State's third party adjuster is necessary. If outside of normal business hours, leave a voice mail or send an e-mail to BSRM, or the agency risk manager or fleet manager with the following details: name, phone number, and a brief description of the loss.

For claims that will not be finalized under \$10,000 within 90 days from date of loss, an agency should instead submit to BSRM a written statement putting BSRM on notice of the claim with an explanation as to why the claim is not finalized.

State auto property coverage pays the lower of either the cost to repair or the actual cash value of the vehicle as of the date of loss, less the applicable deductible. Both repairs and purchases should be supported with two (2) estimates, and any sales tax must be deducted. Betterment or upgrades are not covered, and these costs should be deducted from the claim. Actual cash value (ACV) is determined by the trade-in value listed in the National Automobile Dealers Association (NADA) Official Car Guide or comparable source, adjusted for mileage minus salvage.

Auto Claim Reporting - Liability

Auto liability claims should be concluded and submitted by an agency to BSRM within 120 days from the date of loss, as provided by s. 893.82, Wisconsin Statute. Prompt settlement will also result in less cost and greater satisfaction for the claimant. Any accident resulting in bodily injury to a third party should be reported immediately to the agency risk manager and/or BSRM for assignment to the third party adjuster. If outside of normal business hours, leave a voice mail or send an e-mail to BSRM with the following details: name, phone number, and a brief description of the loss.

The third party adjuster is responsible for performing the investigation and handling all contacts with the claimant, attorney and/or insurance company. The adjuster will make a recommendation to the BSRM and request authorization for a proposed settlement range, if appropriate.

State liability coverage pays the lower of two (2) estimates. The vehicle is considered totaled if the lower estimate exceeds the retail value listed in the NADA Official Car Guide or comparable source, adjusted for mileage and salvage value.

If the third party driver requires a rental vehicle during the time that his or her vehicle is being repaired, the state will pay the daily base rate for an economy (compact) vehicle plus sales tax. The claimant will not be reimbursed for the purchase of any insurance, damage waiver, fuel charges or additional mileage charges that they incur.

Recovery of Losses

Each agency will be expected to attempt to collect, in accordance with accepted insurance industry practices, from those individuals or firms that cause damage to state vehicles. The first dollars recovered by the agency shall be used to satisfy the deductible. Any recovered amount that exceeds the deductible shall be used by the agency to reduce the claim to the BSRM. The remaining balance should then be submitted to the BSRM for processing.

In an effort to reduce or eliminate late reporting of auto losses to the BSRM, agencies are encouraged to submit covered auto losses to the BSRM before undergoing a long subrogation process. The BSRM or its representative may assume the agency's right of recovery when an agency files a claim. In those situations, all losses will be subject to the applicable deductible.

Driver should be directed to the vehicle owner agency for additional information.

VEHICLE FUEL POLICIES AND FUEL CARD USES

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

State-owned gasoline dispensers should be used whenever possible. Agency fleet managers/coordinators must provide 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 a 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 will review fuel card charges and identifying non-qualified purchases. Failure to reimburse may result in the loss of driving privileges.

The appropriate owner agency fleet manager/coordinator is to review the non-fuel receipts against the fuel card exceptions report for the same period (see report requirements below). Drivers who have not reimbursed the state for unallowable costs identified on any receipts must be contacted for the required reimbursement. 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. Rates are published annually. 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.

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Typical detailing occurs if the vehicle has been used to haul dirty or odorous materials or has been used off-road.

VEHICLE MILEAGE POLICIES

MILEAGE REPORTS

Employees using personally assigned, work-shared and qualified non-personal use vehicles for state business must keep track of business miles on a daily basis with the Assigned Vehicle Log form, DOA-3472 or equivalent, (Appendix IV) and Mileage Report (envelope), DOA-3223 or equivalent, (Appendix IX). The mileage log and report should contain following information:

- Date
- Mileage
- Starting Location
- Destination
- Business Purpose
- Personal Use Mileage
- Passengers

On a monthly basis the driver or work share coordinator is required to submit two documents, the Assigned Vehicle Log and the Mileage Report. Vehicle logs must be submitted to and maintained by the fleet coordinator. The Vehicle logs must remain at the employing agency. At the end of every month, the driver responsible for the vehicle is to return completed up to date reports to the owner agency. The mileage report indicates the beginning and ending odometer readings for the vehicle along with any personal mileage and must include reimbursement for any personal miles. A supervisor signature is required on all Mileage Reports.

Agency heads are ultimately responsible for ensuring that personal mileage reimbursements are properly made; however, supervisors have the first-line duty and are directly responsible for ensuring that all personal mileage reimbursements are made by drivers under their supervision. Personal mileage reimbursements should be mailed to the owner agency using the monthly Mileage Report. Each agency's fleet manager/coordinator is responsible for reviewing mileage records. Agency Fleet Coordinators are to assist supervisors to ensure that drivers are recording personal mileage use and are making proper reimbursements for personal mileage in assigned vehicles.

Mileage reports must be kept up-to-date and maintained by the employing agency. Failure to submit reports and maintain logs in a timely manner may result in a loss of vehicle privileges. Reported personal/commute miles are considered a reimbursable travel and reimbursements must be made in accordance with the guidelines previously identified.

Fleet coordinators/supervisors are responsible for ensuring that mileage information is properly recorded and filed on work shared and personally assigned state vehicles, as well as maintain the Assigned Vehicles Logs. Vehicle reassignment may occur if monthly mileage reports are late or missing 3 times in a 12-month period.

FLEET RELATED RECORD RETENTION

In general, fleet managers/coordinators should follow the General Schedule for Motor Vehicle Management Records (Appendix X) retention procedures required by their agency in terms of the records identified in these fleet policies and procedures. The following retention times are required:

Fleet Record Name	Length of Retention Period
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WISCONSIN STATE FLEET MANAGEMENT POLICIES

Policy and Administration Subject Files	Current Fiscal year + 4 Prior Years
Motor Vehicle Related Project Files: research, grants, trends in vehicle resale	Current Fiscal year + 4 Prior Years
Motor Vehicle Correspondence: correspondence not covered under other sections	Creation Date + 1 Prior Year
Motor Vehicle Acquisition Case Files: records relating to the purchase of vehicles by the State	Current Fiscal year + 4 Prior Years
Motor Vehicle Sales and Surplus: records related to the transfer, sale, donation, salvage or exchange of vehicles.	Current Fiscal year + 4 Prior Years
Vehicle Titles	Creation Date + 5 Prior Years
Motor Vehicle Maintenance Records: service and repairs orders for motor vehicles	Creation Date + 5 Prior Years
Supplies and Parts Inventories: running inventories of vehicle related supplies and stocks of expendable materials.	Current Fiscal year + 4 Prior Years
Supplies and Parts Disbursement Records: disbursement of vehicle related supplies and stocks of expendable materials.	Current Fiscal year + 4 Prior Years
Motor Vehicle Control, Assignment and Use Records: includes VUA, pool vehicle requisition forms, and non availability slips	Date of driver separation from state service or recession of authority to drive a state vehicle + 1 Prior Year
Motor Vehicle Cost Accounting Records: includes mileage records	Current Fiscal year + 4 Prior Years
Vehicle Accident/Incident Reports	Case closed date + 1 prior year

Hard copy files are required for the following types of documents:

- Accident reports
- Vehicle Use Agreements
- Vehicle Assignment Transfers
- Travel Logs
- Non-electronic receipts for fuel, maintenance and repairs

LEASE AND RENTAL RATES

Agencies owning vehicles must annually publish their daily rental and lease rates effective on or about July. Each Fleet Manager who maintains a pool must establish criteria and charges for late returns and no-shows for vehicles and publish that schedule.

CITIZEN DRIVER COMPLAINTS

If a call is received from a citizen regarding the driver of a state vehicle, gather as much information as possible about the incident including: date, time, location, license plate, vehicle ID, description of driver (e.g., gender), make, model, color of the vehicle and a detailed description of the incident. Obtain the caller's name and phone number, if they are willing to give it.

- If the vehicle is not in your fleet, determine the owner agency and forward the information to the fleet contact or to DOA Division of State Agency Services to determine its disposition.
- If the vehicle is in your fleet or a complaint is forwarded to you, forward the complaint to the fleet manager/coordinator.

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The agency fleet manager/coordinator should record the complaint in detail and communicate with the driver's supervisor. For work shared vehicles, the fleet manager/coordinator may need to contact the supervisor to determine the identity of the driver. The supervisor may be asked to fully respond to the complaint, which may include replying directly to the citizen, but only at the citizen's request. While these are not moving violations in the manner reviewed for minimum driving standards, they can become the basis for suspending driving privileges if there are multiple complaints logged.

OTHER REPORTING REQUIREMENTS

FLEETANYWHERE DATABASE REPORTS

All agencies are required to report their vehicle information in the FleetAnywhere database. Fleet managers must maintain detailed records on fleet equipment, fleet and fleet user attributes. Use of the FleetAnywhere database to maintain this information is mandatory. As implementation of FleetAnywhere continues, further data requirements will be identified; however, at a minimum the following information must be obtained and maintained for all state vehicles:

- Equipment ID
- Make
- Model
- Year
- Color
- VIN#
- License Plate Number
- Fuel Types
- Transmission Type
- Engine Size and Cylinders
- Date of Vehicle Disposition
- Purchase Price
- Vehicle Modifications
- Maintenance Schedule
- Purchase Date

On-Going Data Maintenance:

- Fuel use
- Repair history
- Assignment history
- Mileage history
- Assignment status
- Depreciation
- Recall Disposition

PUBLIC RECORDS REQUESTS AND SPECIAL REPORTS

As necessary, fleet managers/coordinators will respond to requests for information or special reports from the DOA Secretary or the Legislature. Fleet Managers and Coordinators will provide a timely response to all such requests.

PLAIN PLATE REQUIREMENTS

All state vehicles are required to have red state owned license plates. Plain plates are restricted to undercover law enforcement vehicles. Any deviation from this policy requires written request from the agency head and authorization from the DOA Bureau of General Services Director.

REQUIRED TRAINING

Once every two years fleet managers/coordinators will be required to attend Fleet Management Training held by DOA Division of State Agency Services. This training will review for fleet manager/coordinators current Fleet Management Policies and driver responsibilities.

WISCONSIN STATE FLEET MANAGEMENT POLICIES

APPENDICES

- I. DOA-3103, Vehicle Use Agreement (VUA) Form
- II. Office of State Employment Relations (OSER), Uniform Travel Schedule Amounts (UTSA)
- III. DOA-3102, Vehicle Assignment Transfer (VAT) Form
- IV. DOA-3472, Assigned Vehicle Log Form
- V. DOA-AD-GS-75, Non-Availability Slip
- VI. DOA-6496, Vehicle Accident/Incident Report Form
- VII. MV4002, Department of Transportation, Driver Report of Accident Form
- VIII. DOA-6413, Proof of Loss Form
- IX. DOA-3223, Mileage Report (Envelope)
- X. General Schedule for Motor Vehicle Management Records



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

SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS

1.00 Definitions

- 1.01 Airline Receipt
- 1.02 Employee
- 1.03 Headquarters
- 1.04 Headquarters City
- 1.05 Lowest Appropriate Airfare
- 1.06 Non-Airline Receipt
- 1.07 Traveler
- 1.08 Travel Status
- 1.09 Volunteer

2.00 Authority for Travel

- 2.01 Authorization
- 2.02 Appropriateness

3.00 Mode of Transportation

- 3.01 Air Travel
- 3.02 Travel By Train
- 3.03 Travel By Bus
- 3.04 Taxis and Airline Shuttles
- 3.05 Vehicle Transportation
- 3.06 Special Mode Transportation

4.00 Meal Expenses

- 4.01 Meal Claims
- 4.02 Maximum Meal Amounts
- 4.03 Meal Receipts
- 4.04 Timeframes for Meal Reimbursement
- 4.05 Alcoholic Beverages
- 4.06 Bottled Water Reimbursement for International Travel

5.00 Hotel and Motel Expenses

- 5.01 Lodging Claims
- 5.02 Maximum Lodging Rates
- 5.03 Exceeding the Maximum Lodging Rate
- 5.04 Checkout Times and Extended Stays
- 5.05 Lodging Receipt Requirement
- 5.06 Non-licensed Facilities
- 5.07 Government Discounts
- 5.08 Negotiated Rates

Section F – TOC

6.00 Meeting Facilities

- 6.01 State-Sponsored Meetings, Training and Conferences
- 6.02 Exceptions

7.00 Other Allowable Travel Expenses

- 7.01 Laundry, Cleaning and Pressing Charges
- 7.02 Telephone/Fax/Internet Connectivity
- 7.03 Hotel Gratuities and Portage
- 7.04 Registration Fees
- 7.05 ATM Service Fees
- 7.06 Passports and Visas

8.00 Expenses in an Employee's Headquarters City

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

10.00 Reimbursement for Moving Expenses

- 10.01 Authority
- 10.02 Minimum Distance
- 10.03 Maximum Amount
- 10.04 International Moves

11.00 Applicant Interview Expenses

12.00 Temporary Lodging Allowance

13.00 Food and Lodging Allowance for Legislators

14.00 Miscellaneous

- 14.01 Weekend Expenses
- 14.02 Expenses for Volunteers
- 14.03 Expenses for Reasonable Accommodations
- 14.04 Payment for Unauthorized Travel Prohibited
- 14.05 Primary References to Department of Administration's (DOA) Statutory Responsibility Relative to Audit of Travel Claims
- 14.06 Penalty for Filing Fraudulent Travel Claim
- 14.07 Advancement of Travel Expenses

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.

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- (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.

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(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.).