

ACCOUNTING POLICY

TOPIC: Section 12 - Travel 2.0	EFFECTIVE DATE: 8/12/83
TITLE: Turndown Rates--Business Use of Personal Vehicle	REVISION DATE: 12/14/11
AUTHORIZED BY: Amy McDowell, Deputy Director	PAGE 1 OF 2

**BACKGROUND**

Section 20.916 (4) (e) of the Statutes states that when an assigned or pool state-owned automobile is available and tendered, and the employee exercises the option to use his or her personal automobile on state business, the mileage reimbursement shall be the approximate cost per mile of operation, including depreciation, of state-owned automobiles.

Effective for travel on or after December 1, 2011 the turndown rate will change to \$0.352 per mile. The turndown rate is the reimbursement rate an employee receives for using their personal car when a state car is available.

Information in this release must be immediately distributed to all supervisors so they can relay pertinent instructions to concerned employees. The Bureau of Personnel and Employment Relations (BPER) will periodically revise the *DHS Supervisors' Manual* to include this information.

**POLICIES**

When a state-owned automobile is not available, the Uniform Travel Schedule Amounts section of the Compensation Plan establishes the full reimbursement rate, effective July 1, 2008, at \$.485 per mile. Any changes in the final signed and effective bargaining contract could result in subsequent adjustments. See [Section 12-Travel 1.0](#) (Travel and Lodging Provisions) for further travel and lodging provisions.

Effective January 1, 2004 there has been a change in the requirements for obtaining nonavailability slips. Under the revised provisions employees can receive the higher mileage rate (currently \$.485) for round trips of less than 100 miles without having to obtain a nonavailability slip. If the trip is more than 100 miles a nonavailability slip is required if the agency and/or the Department of Administration (DOA) maintains a central fleet in the employee's headquarter city. Nonavailability slips are required from both the agency fleet and DOA fleet if both have fleets in the headquarter city.

When a state-owned automobile is available, the turndown rate changes to \$0.352 per mile. This is for vehicle expenses incurred December 1, 2011 and thereafter. This provision is not a part of the Collective Bargaining Agreements. Therefore, the turndown rate is effective for both represented and non-represented employees.

**REFERENCES**

Wisconsin Statutes, s. 20.916(4)(e)

<http://www.legis.state.wi.us/rsb/stats.html>

DHS APP **Section 12-TRAVEL 1.0** (Travel and Lodging Provisions)

*DHS Supervisor's Manual*

<http://dhfsweb/hr/SupervisorManual/SupvManNumberIndex.htm>

**CONTACTS**

Travel Preaudit, APPA

Section Chief, APPA