



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.0	EFFECTIVE DATE: 08/12/1983
TITLE: Turndown Rates – Business Use of Personal Vehicle	REVISION DATE: 11/05/2014
AUTHORIZED BY: Director, Bureau of Fiscal Services	

BACKGROUND

Wis. Stat. § 20.916 (4) (e) 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 Human Resources (BHR) will periodically revise the Department of Health Services (DHS) Human Resources Policies and Procedures Manual to include this information.

POLICY

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, 2012, at \$0.51 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 non-availability slips. Under the revised provisions employees can receive the higher mileage rate (effective July 1, 2012, \$0.51) for round trips of less than 100 miles without having to obtain a non-availability slip. If the trip is more than 100 miles a non-availability slip is required if the agency and/or the Department of Administration (DOA) maintains a central fleet in the employee's headquarter city. Non-availability 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

[Wis. Stat. § 20.916\(4\)\(e\)](#)

[DHS APP Section 12 – Travel 1.0](#) (Travel and Lodging Provisions)

DHS Human Resources Policies and Procedures Manual, [Chapter 205](#) – Reimbursement –
Travel and Other

CONTACTS

[Travel Preaudit, Expenditure Accounting Section](#)

[Unit Supervisor, Expenditure Accounting Section](#)