



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.4	EFFECTIVE DATE: 03/28/1989
TITLE: Reimbursement of Expenses to Pick Up Fleet Cars	REVISION DATE: 11/05/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department of Administration (DOA) Central Fleet is located at 1704 South Park Street in Madison. Due to their location, questions have been raised concerning reimbursement of costs associated with picking up a fleet vehicle. The purpose of this policy is to inform employees of DOA's policy regarding the pickup of a fleet vehicle.

POLICY

Wis. Stat. § 20.916(4)(c) limits reimbursement of transportation cost in those situations where convenient public transportation is available, without unreasonable loss of time, to the lowest cost of the most practical form of public transportation. In most instances the most practical form of public transportation to pick up a DOA fleet vehicle would be the city bus.

As long as the use of the bus to pick up a fleet vehicle does not add more than 20 to 25 minutes to the time of another mode of transportation, then the employee would be eligible for reimbursement of transportation expenses up to the cost of using the bus. Please refer to the Madison Metro website to determine which bus goes to the DOA Central Fleet.

In situations where it is not practical for the employee to carry luggage on the bus, the employee should pick up the fleet vehicle and return to the office to pick up his/her luggage, unless this method results in an unreasonable loss of time. If an unreasonable loss of time would occur, then the use of a taxi would be appropriate, and the employee would be eligible for reimbursement of the cost of the taxi. Adequate justification must be included in the request for reimbursement to show that an unreasonable loss of time would occur. The travel guidelines related to the use of a taxi would continue to apply.

Additional parking costs resulting from an employee leaving his/her personal vehicle in a ramp or other location while using a fleet vehicle would not be reimbursed. These costs are not deemed to be necessary travel expenses incurred in the performance of the employee's duties.

Please inform your employees of this so that they are aware of these policies and can take steps to avoid incurring travel costs, which would not be reimbursed.

REFERENCES

[Wis. Stat. § 20.916\(4\)\(c\)](#)
[Madison Metro](#)

CONTACTS

[Travel Preaudit, Expenditure Accounting Section](#)

[Unit Supervisor, Expenditure Accounting Section](#)