



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.6	EFFECTIVE DATE: 09/05/1989
TITLE: Use of Privately Owned Aircraft by DHS Employees on State Business	REVISION DATE: 02/24/2004
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### BACKGROUND

The section of the Wisconsin Statutes governing the use of privately owned aircraft is 20.916 (5) (a) and (b). It reads as follows:

(5) Use of Privately Owned Aircraft.

- (a) If the use of a privately owned or chartered aircraft is more efficient and economical for the conduct of state business than commercial transportation, the head of a state agency may authorize an employee to charter an aircraft with or without a pilot; and may authorize any member or employee to use a privately owned aircraft and reimburse the member or employee for such use of a privately owned aircraft at a rate set at least biennially by the office of state employment relations under sub. (8), subject to the approval of the joint committee on employment relations.
- (b) The head of the state agency whose members or employees are authorized to use their own aircraft in their work for the state shall ensure that employees adhere to any license and insurance requirements prescribed by the department of administration.

### POLICY

Any employee who requests reimbursement of expenses for use of a privately owned airplane must provide evidence of the following:

1. Effective January 24, 2004, it is required that approval prior to taking the trip and confirmation of the required insurance coverage be in place.
2. A copy of the Log Book page showing that employee has received an "OK" from the Aviation Manager of the Wisconsin Air Services. This "OK" indicates that the employee has demonstrated their pilot qualifications to the Aviation Manager at the Wisconsin Air Services. The employee should contact the Aviation Manager at 608-246-4574 or 608-266-3065 to complete necessary requirements with the Wisconsin Air Services.
3. Liability insurance of at least \$1,000,000 (including passengers, if carried) must be in force as evidenced by a Certificate of Insurance. The Department will share a copy with State Risk Management.
4. A copy of the current FAA Airworthiness Inspection report. The Department will share a copy with State Risk Management.

5. Passengers shall not be carried unless prior approval is obtained from the Secretary, and approval will be granted only for carrying state employees in work status.
6. Approval will be granted on a trip specific basis. Requests, with full explanations, should be forwarded through the Division Administrator to the Secretary for approval.
7. Reimbursement for private air transportation expenses will be at current rates provided by Wis. Stat. § 20.916 (5).

#### **REFERENCES**

[Wis. Stat. § 20.916 \(5\)](#)

#### **CONTACTS**

[Accounts Payable Travel-Related Questions, Expenditure Accounting Section](#)

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