



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 7.0	EFFECTIVE DATE: 08/21/1985
TITLE: Charges for Restricted Use of State-Owned Vehicles and Aircraft	REVISION DATE: 02/02/2015
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

Pursuant to Wis. Stat. § 11.37 (1): “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, unless use of the vehicle or aircraft is required for purposes of security protection provided by the state or local governmental unit.”

Wis. Stat. § 11.37 (2) reads as follows: “No person may use any vehicle or aircraft owned by the state or by any local governmental unit for purposes which include campaigning in support of or in opposition to any candidate for national, state or local office, unless the person pays to the state or local governmental unit a fee which is comparable to the commercial market rate for the use of a similar vehicle or aircraft and for any services provided by the state or local governmental unit to operate the vehicle or aircraft. If a trip is made in part for a public purpose and in part for the purpose of campaigning, the person shall pay for the portion of the trip attributable to campaigning, but in no case less than 50% of the cost of the trip. The portion of the trip attributable to campaigning shall be determined by dividing the number of appearances made for campaign purposes by the total number of appearances. Fees payable to the state shall be prescribed by the secretary of administration and shall be deposited in the account under s. 20.855 (6) (h). Fees payable to a local governmental unit shall be prescribed by the governing body of the governmental unit.”

To implement this directive, the following accounting procedure is established.

PROCEDURES

1. Should there be any occasion where an employee utilizes a state car or aircraft for campaign-related activities, such fees will be deposited in the account under Wis. Stat. § 20.855 (6)(h).
2. If a trip is made, in part, for a public purpose and, in part, for a campaign purpose, an allocation is to be made. In no case is the campaign portion to be less than 50 percent of the trip cost.
3. Current charges for state-owned aircraft are no longer published by DOA. Please call Wisconsin Air Services, 608-246-4328, for current charges.

Wait time on the ground will be charged plus actual expenses incurred. In addition to the current charges, miscellaneous travel will be billed at cost. In addition, state sales tax (and any applicable county sales tax) will be added to these charges.

Department of Natural Resources (DNR) regulations state, “Travel on DNR aircraft by elected officials will not be permitted for either personal or political reasons.”

4. See Announcement: Campaign Use and Fee Structure for Use of State-Owned Vehicles for the current car rental rates. State sales tax (and any applicable county tax) will be added to these charges.

REFERENCES

[Announcement: Campaign Use and Fee Structure for Use of State-Owned Vehicles](#)

Wis. Stat. §§ [11.37 \(1\)](#) and [\(2\)](#) and [20.855 \(6\) \(h\)](#)

CONTACTS

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