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To: Agency Financial Managers

From: Jim Behrend, Audit Supervisor
State Controller's Office

Subject: Travel Changes

Last week, the Joint Committee on Employment Relations approved changes to the 2007 - 2009 Compensation Plan that covers non-represented employees. Included in this plan is the section (Section F) on the Uniform Travel Schedule Amounts (UTSA). The UTSA sets the basic rules for reimbursement of employee travel expenses. These changes to the Compensation Plan become **effective on July 1, 2008**. The changes in the UTSA apply to both non-represented and represented employees unless specifically superseded by the employee's collective bargaining agreement. The changes are listed below along with the section reference in the Compensation Plan.

- The current rate of \$.465 for business use of a personal vehicle is increased to \$.485 per mile [Section F-3.05(3)(b)]. This is the rate an employee receives for use of their personal vehicle when they have a nonavailability slip or if the trip does not require a nonavailability slip to receive the higher mileage rate. This is also the rate an employee would receive for business use of a personal airplane [Section F-3.01(3)].
- The rate an employee must pay for personal use of a state vehicle was also increased from \$.465 to \$.485 per mile (plus applicable sales taxes) [Section F-3.05(2)(b)].
- The rates for use of a specially equipped van for persons with disabilities are increased as follows: If no state-owned van is available the rate increases from \$.64 to \$.66 per mile. The rate for using such a van when a state-owned van is available increases from \$.59 to \$.61 per mile [Section F-3.05(f)(4)].
- The in-state lodging maximum increases from \$62 to \$70 except for Milwaukee, Racine and Waukesha counties where the maximum increases from \$72 to \$80 [Section F-5.02]. Since the in-state lodging maximum increases to \$70 the out-of-state maximum also increases to \$70 except for those cities included in the OSER Bulletin on high cost out-of-state cities.
- There has been no change in the "turndown rate". It remains at \$.32 per mile. This is the rate an employee receives for business use of their personal vehicle when a state vehicle is available or if the employee does not have a nonavailability slip when one is required. This rate is not set as part of the Compensation Plan but is set by the DOA Bureau of Enterprise Fleet.

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- There is no change in the in-state or out-of-state meal maximums [Section F-4.02]. These maximums remain at \$8 for breakfast, \$9 for lunch and \$17 for dinner for in-state travel. The out-of-state maximums are \$10 for breakfast, \$10 for lunch and \$20 for dinner

Please notify those individuals in your agency that are affected by the changes.

If you have any questions feel free to contact me at 266-5411 or at jim.behrend@wisconsin.gov.