**State of Wisconsin**

# Fleet Driver and Management Policies and Procedures

# Appendix

Wisconsin Department of Administration
Division of State Agency Services
101 East Wilson Street, 6th Floor
Madison, Wisconsin 53702
http://www.doa.state.wi.us

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**Appendix I**

DOA-3103 (R06/2004)
16.04, Wis. Stats.

Owner Agency

# Vehicle Use Agreement

☐ Original
☐ Update or Changed Information
(Prior last name if changed)
_____

| | | |
|---|---|---|
| Driver's Full Name (include middle initial) | Driver's License No. | State (if not WI) |
| | Driver's Date of Birth (mm/dd/ccyy) | |
| Driver's Work Mailing Address (PO box, floor, room, etc.) | Driver's Work Street Address | |
| Driver's Work City, State, ZIP + 4 | County in which Driver Works | |
| Agency or Department or "UW System" (no abbreviations or initials) | Division or Campus (no abbreviations or initials) | |
| Driver's E-mail Address (provide supervisor's e-mail address if driver has no e-mail access) | Driver's Work Phone | |
| | Driver's Work Fax | |

**Instructions:**

All state employees driving a state-owned vehicle must complete this form or an equivalent agency form.

Employees who choose not to sign this agreement may use their personal vehicle for state business, if authorized by their agency. Mileage reimbursement will be at a rate established annually by the Department of Administration.

Completed forms are to be returned to the employee's immediate supervisor, then signed and promptly forwarded to the Owner Agency at the address above.

If any information provided on this form should change, it is the employee's responsibility to complete a new form.

Processing time is two to four weeks. State vehicles may not be driven until you are notified of approval.

**Employee Agreement:**

I acknowledge that I have received and/or read a copy of the statewide Fleet Driver Policies (DOA-3068P). I understand the contents and agree to comply with the policies. Failure to comply is considered a violation of work rules.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis.

I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

| | |
|---|---|
| Driver's Signature | Date (mm/dd/ccyy) |
| Supervisor's Signature | Date (mm/dd/ccyy) |
| Supervisor's Name (please print or type) | E-mail Address |
| Fleet Coordinator Signature ☐ Approved ☐ Denied | Owner Agency Approval: ☐ Approved ☐ Denied |

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## INTRODUCTION

In accordance with s. 20.916(8), Wis. Stats., the DER Secretary, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; porterage tips; moving expenses; temporary lodging allowances; and meal and

lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER), but no sooner than the effective date of this Plan, and remain in effect until the first day of the month following modification by JCOER. Department of Administration (DOA) has responsibility to ensure that travel claims are audited for compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense and approved by the appointing authority or designee.

Provisions in labor agreements for represented employees, that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines, postal service, e-mail, teleconferencing, Web-Casts and other technical applications as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the federal Outside the Continental United States (OCONUS) Per Diem rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

## 1.00 Definitions

**1.01 Airline Receipt:** An airline receipt is the original "Passenger Receipt" plus any applicable original travel agency invoice/itinerary evidencing service fee amounts. If these are not available, a reasonable copy or computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as a credit card statement or cancelled check, will be acceptable. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.

**1.02 Employee:** Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.

**1.03 Headquarters:** The physical location of the employee's established work site.

**1.04 Headquarters City:** The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The appointing authority or designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.

**1.05 Lowest Appropriate Airfare:** Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time, may require one plane transfer without regard to carrier, aircraft, and connecting airport and departs from the airport nearest to the employee's headquarters location or, at the discretion of the employee, from an airport offering a fare which is more cost effective, including parking, mileage, and/or additional overnight stays.

**1.06 Non-Airline Receipt:** A non-airline receipt is the original statement document from the supplier, preferably one that clearly evidences the form of payment, date of purchase, name of supplier, and type of purchase. In the case of lodging, detailed itemization of the expenses is required. If the original receipt is not available, a reasonable copy of the receipt or a computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as credit card statement or cancelled check, will be accepted. In the case of lodging, the copy must provide a detailed itemization of expenses. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.

**1.07 Traveler:** Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

**1.08 Travel Status:** When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

**1.09 Volunteer:** Any officially authorized person not in employee status, who provides service to the state.

## 2.00 Authority for Travel

### 2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the appointing authority or designee.

### 2.02 Appropriateness

Pursuant to s. 16.53(12)(b), Wis. Stats., the appointing authority or designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibilities or duties of the employee's unit.

Pursuant to s. 16.53(1)(c)7., Wis. Stats., before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the appointing authority or designee should ensure that a clear state interest is being served.

## 3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The appointing authority or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

When a number of state employees are knowingly traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority or designee determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

### 3.01 Air Travel

**NOTE:** Refer to the DOA's State Procurement contracts on Travel Agency Services for additional detailed information.

(1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare (Reference the definition in 1.05 of this Section). The appointing authority or designee may determine a reimbursement amount other than the lowest appropriate airfare only when the traveler provides written explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and a receipt attached to the travel voucher (Reference the definition in 1.01).

Where airfare is being paid directly by a state agency, the invoice and other attachments to the payment voucher should reflect the following information:

(a) Name(s) of the traveler(s) and destinations;

(b) Departure and return dates;

(c) Nature of official business;

(d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

**NOTE:** Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of official state business, belong to the State of Wisconsin and should be used whenever possible for subsequent official state business. Business use of frequent flier vouchers, vouchers for bumping, discount coupons or other instruments are not considered to have any monetary value, and therefore, employees shall not be reimbursed for using them

(2) Flight insurance coverage for employees is not a reimbursable expense.

(3) Reimbursement for use of private aircraft will be made at the rate of 32.5 cents per mile if under s. 20.916(5)(a), Wis. Stats., use of a private aircraft is authorized prior to travel by an appointing authority or designee who has confirmed that the individual has the required insurance coverage.

(4) Miscellaneous Travel Supplier Fees: Fees incurred because travel arrangements were changed (such as, but not limited to, those changed by airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

**3.02 Travel by Train**

Pursuant to s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

**3.03 Travel by Bus**

Employees traveling within the headquarters city and between cities should travel by bus whenever feasible, as determined by the appointing authority or designee. Receipts are required for reimbursement of travel between cities.

**3.04 Taxis and Airline Shuttles**

Reasonable charges for taxis and airline shuttles, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible and the employee shall be reimbursed at a rate of no more than

that of the shuttle service cost if such shuttle service was available. Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds $25.

**3.05 Vehicle Transportation**

(1) Use of State Pool Vehicles

(a) Management shall encourage employees to use state pool vehicles whenever feasible and whenever an vehicle is required for conducting official state business unless a state-owned vehicle is already personally assigned.

(b) When using state pool vehicles, passengers shall be limited to state employees or travelers engaged in official state business.

(c) Credit cards are provided with each vehicle and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned vehicles which can be claimed on a travel voucher as reimbursable are:

1. Storage, parking and toll charges.

2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the vehicle are required.

3. Emergency expenditures related to operation of the vehicle. Receipts showing the fleet number of the vehicle are required.

(d) Personal use of a pool vehicle is not permitted.

(e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.

(2) Use Of Personally-Assigned State-Owned Vehicles

(a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.

(b) Pursuant to s. 20.916(7), Wis. Stats., an employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 32.5 cents per mile, plus sales tax.

(c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.

(3) Use Of Privately-Owned Vehicles

(a) Reimbursable business miles are determined as follows:

1. Actual miles driven by the most direct route between an employee's headquarters and a work site removed from the assigned headquarters
2. Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters
3. For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site.
4. When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employee will be reimbursed mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.
5. Items 3.05(3)(a)1. through 3. should be used to determine reimbursable business mileage for each component of a trip when multiple stops are made during the day.
6. Mileage from the employee's home to the assigned headquarters is not reimbursable.

**NOTE:** See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

(b) An employee shall be reimbursed at the rate of 32.5 cents per mile if accumulated personal car business mileage per round trip is:

1. Less than 100 miles. Employees may be required to secure a non-availability slip, at the discretion of the appointing authority or designee.

2. More than 100 miles and the employee's agency issues them a non-availability slip because the agency maintains a central pool in the headquarters city.

3. More than 100 miles and if both the employee's agency and the DOA central fleet issue a non-availability slip because the agency's central pool and central fleet are located in the headquarters city.

4. Any mileage if there is no access to a fleet vehicle in the headquarters city.

5. Any mileage if these requirements are waived on an individual basis. The agency must demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.

(c) The non-availability slip should include the date of the request as well as the dates for which a pool vehicle is requested and must be signed by the agency dispatcher or DOA Central Fleet representative.

(d) Except as provided in (b) above, if an employee uses his or her own automobile, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats., except as otherwise stated in this Section (Section F).

> **NOTE:** Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.

(e) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.

(f) Upon approval of the appointing authority or designee:

1. Pursuant to s. 20.916(4)(b), Wis. Stats., an additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment.

2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).

3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).

4. Persons with disabilities who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be 45 cents per mile unless a non-availability slip has been obtained.

> **NOTE:** Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals shall be kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

(g) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, in accordance with s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 16.2 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:

1. Only one individual may be transported on a single motorcycle.

2. The appointing authority or designee may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.

3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.

(h) Pursuant to s. 20.916(4)(c), Wis. Stats., for travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

The employee's appointing authority or designee shall give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, shall not exceed what would ordinarily have been incurred had the most practical means of public transportation been used.

(i) Parking charges and tolls incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the appointing authority or designee, pursuant to s. 20.916(9)(e), Wis. Stats. Receipts are required for claims in excess of $25. Parking charges incurred at the employee's headquarters are not reimbursable, except as noted in 8.00 of this Section (Section F).

(j) If cost effective, agencies may reimburse actual round trip mileage for travel to and from the airport on the departure and return dates. Reimbursement is limited to round trip mileage between the employee's home or headquarters, whichever is shorter, and the airport. The total reimbursement must not exceed the cost of any other reasonable means of getting to the airport, including parking fees if it would have been required.

(k) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.

(4) Vehicle Rentals/Insurance.

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

**NOTE:** There are restrictions with regards to renting 12 or 15 passenger vans. Renters of 12 or 15 passenger vans must be authorized by their respective appointing authority or designee prior to renting.

When renting a vehicle:

(a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors if a contract vendor is not available or the rental cost, including CDW and liability insurance is less expensive and services are equal to the contract vendors.

(b) The CDW and liability insurance for domestic rentals shall be purchased when renting from non-contract vendors and when renting from a contract vendor for rentals where such coverage is not included in the contract. For international rentals, travelers must purchase CDW and liability insurance unless provided under the vendor contract for the country in which the travel occurs.

(c) Be prepared to provide identification of state employment.

(d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.

(e) Claims for reimbursement must be supported by the original receipt.

(f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

> **NOTE:** Refer to the DOA's State Procurement Contract on Rental Cars or DOA Fleet Office for additional detailed information.

### 3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

## 4.00 Meal Expenses

### 4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals, subject to the maximums provided in 4.02, below. Meals included in the cost of lodging or registration fees are not reimbursable. The appointing authority or designee may grant individual exceptions if the employee provides written justification.

### 4.02 Maximum Meal Amounts

(1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

| As of July 1, 2001 | |
|---|---|
| Breakfast | $8.00 |
| Lunch | $9.00 |
| Dinner | $17.00 |

(2) Maximum permitted amounts for individual meals due to out-of-state travel, including tax and tip, are listed and shall be:

| As of July 1, 2001 | |
|---|---|
| Breakfast | $10.00 |
| Lunch | $10.00 |
| Dinner | $20.00 |

(3) The maximum allowable tip is 15% of the meal claim.

(4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.

(5) Employees shall be reimbursed a flat rate of $4.00 for each bag meal.

**4.03 Meal Receipts**

Receipts for meals are not required except for the following:

(1) Any claim in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. If the employee has a choice in the selection of the restaurant or the menu item, the employee is expected to stay within the maximums. When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.

(2) If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the appointing authority or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

**4.04 Timeframes for Meal Reimbursement**

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

(1) Breakfast, provided the employee leaves home before 6:00 a.m.

(2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.

(3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

The time or time periods specified above, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall be based on the type of meal appropriate to the time of day.

**4.06 Alcoholic Beverages**

The cost of alcoholic beverages is not reimbursable.

### 4.07 Bottled Water Reimbursement for International Travel

Reimbursement will be made for purchased bottled water. Employees are limited to maximum reimbursement of $7.50 per day when in international travel status (outside the contiguous U.S.).

## 5.00 Hotel and Motel Expenses

### 5.01 Lodging Claims

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

(1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.

(2) When an appointing authority or designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.

(3) When an appointing authority or designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.

(4) An appointing authority or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

### 5.02 Maximum Lodging Rates

(1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be:

| As of July 1, 2001 |
|---|
| $62 |

(2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be:

| As of July 1, 2001 |
|---|
| $72 |

(3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DER. For lodging maximums in higher cost cities, refer to the most recent issue of the DER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities."

(4) If an employee is required to stay in a city not listed in the "Maximum Reimbursement for Lodging in High Cost Out-of-State Cities" bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) shall apply. DOA shall determine the nearest comparable city.

(5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single room rate. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

### 5.03 Exceeding the Maximum Lodging Rate

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

### 5.04 Checkout Times and Extended Stays

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

### 5.05 Lodging Receipt Requirement

All lodging expenses must be supported by an original itemized receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

### 5.06 Non-licensed Facilities

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority or designee if there is a clear cost benefit to the state.

### 5.07 Government Discounts

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address, identification andprovide tax exemption documentation to the hotel to avoid payment of state, county and local taxes. Employees shall ask for government or negotiated rates.

### 5.08 Negotiated Rates

If there are negotiated contracts available with hotels within the state, employees shall use these properties whenever possible.

## 6.00 Meeting Facilities

### 6.01 State-Sponsored Meetings, Training and Conferences

Whenever possible and cost effective, meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees should be conducted in public facilities (defined as facilities owned, leased or operated by the State) and at locations which will:

(1) Minimize fuel consumption for transportation;

(2) Provide the necessary services for the session at the most economical cost to the state;

(3) Facilitate public attendance and/or press coverage as necessary; and

(4) Accommodate persons with disabilities to the fullest extent possible.

### 6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the appointing authority or designee.

## 7.00 Other Allowable Travel Expenses

### 7.01 Laundry, Cleaning and Pressing Charges

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

### 7.02 Telephone/Fax/Internet Connectivity

(1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call is reimbursable up to $5.00 each for the following conditions:

(a) Each night an employee must spend overnight away from home in travel status; or

(b) As a result of each unscheduled geographical location change; or

(c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.

(2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls, business facsimile charges and/or Internet connectivity in excess of $5.00 per call shall be supported by receipt.

### 7.03 Hotel Gratuities and Porterage

(1) Necessary gratuities to hotel employees are reimbursable, up to $2.00 on the day of arrival, $2.00 on the day of departure and $2.00 per each night of stay.

(2) Porterage costs at airports or bus terminals shall be reimbursed. The claim should not exceed $1.00 per piece of luggage.

### 7.04 Registration Fees

(1) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over $25.

(2) Expenses of individuals not on official state business (spouse, family members, friend, etc.) that are included in the registration fees are not reimbursable.

### 7.05 ATM Service Fees

The service or transaction fee for the cost of ATM withdrawals obtained for business expenses may be reimbursed upon approval of the appointing authority or designee.

### 7.06 Passports and Visas

Charges for passports, visas and associated required photographs are reimbursable if incurred in connection with official state business. No expedited charges will be reimbursed unless written justification is provided. The cost of inoculations and other routine medical procedures required for entry into certain foreign countries that is not covered by insurance is also reimbursable. Receipts are required if the claim exceeds $25.00.

## 8.00 Expenses in an Employee's Headquarters City

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the appointing authority or designee. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

## 9.00 Traveling With Spouse or Other "Non-Employee" Individuals

Travel expenses for individuals not on official state business (spouse, family member, friend, etc.) are not reimbursable.. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be

entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

## 10.00 Reimbursement for Moving Expenses

### 10.01 Authority

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

**NOTE:** Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

### 10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

(1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and

(2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

### 10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a $600 stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 32.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

### 10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority or designee. Actual, reasonable and necessary expenses will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

**NOTE:** See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

## 11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the appointing authority or designee. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

**NOTE:** Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

## 12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

**NOTE:** Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

## 13.00 Food and Lodging Allowances for Legislators

Food and Lodging allowances for legislators will be determined in accordance with s. 13.123(1), Wis. Stats.

## 14.00 Miscellaneous

### 14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

(1) Appointing authority or designee approval; and/or
(2) Conference agenda or brochure.

**NOTE:** See 13.00 of this Section (Section F) for exceptions regarding legislators.

**14.02 Expenses for Volunteers**

Persons who volunteer their services to state agencies may be reimbursed for some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats., and the maximums established under this Section (Section F). Volunteers must contact the risk management office of the agency they are serving prior to traveling on state business and seeking reimbursement for the state.

**14.03 Expenses for Reasonable Accommodations**

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of porterage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

**NOTE:** If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

**14.04 Payment for Unauthorized Travel Prohibited**

Pursuant to s. 20.916(6), Wis. Stats., payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made.

### 14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by DER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval of JCOER).

### 14.06 Penalty for Filing Fraudulent Travel Claim

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

### 14.07 Advancement of Travel Expenses

The appointing authority or designee may advance money for travel expenses to employees. The travel advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).

**Appendix III**

DOA-3102 (R06/2004)
ss. 16.04 and 20.916 (7), Wis. Stats.

Owner Agency:

# Vehicle Assignment Transfer

☐ Contact Name Change
☐ Exchange Within Agency
☐ Exchange With Owner Agency
☐ Use Code Change:
☐ Return to Owner Agency

☐ New Assignment

For Fleet staff use. Processed by:

Name

Date (mm/dd/ccyy)

**Do Not Use Abbreviations for Department, Division, Mail Routing or Other Employer Identification Information. Please Complete This Form Separately For Each Vehicle Involved In Any Transfer.**

| Fleet Number | License Number | Present Mileage | Effective Date (mm/dd/ccyy) | ☐Replaces ☐Replaced by Fleet # |
|---|---|---|---|---|
| | | | | |

| Billing Charge Back Codes | % Split | Customer Use Code | Customer Optional Data |
|---|---|---|---|
| Any Splits Must Add Up to 100%. | | | |
| | | | |
| Splits May Have Two Decimal Places Only. | | | |
| | | | |

| Department or Agency Name or "UW System" | Division (or Campus and UW Department) Name | Supervisor Name |
|---|---|---|
| Vehicle Contact Person | Vehicle Contact Person Email (work) Provide Supervisor's Email Address if Contact Has No Email | |

| Work Headquarters First Class Mail (contact) | City | State & ZIP + 4 | Area Code & Phone Number ( ) |
|---|---|---|---|
| Work Headquarters Street Address (contact) | County Where Vehicle Will Be Parked When Not in Use | | Area Code & Fax Number ( ) |

Assignment Type and Duration (check all that apply)

☐ Work Shared ☐ **Personal*** ☐ Permanent ☐ Temporary, Ending (mm/dd/ccyy): _____
☐ **Home Based***

☐ Replacement ☐ Additional ☐ **Qualified Non-Personal Use** **Job Classification** _____

## Employee Agreement (All Assignments):

I acknowledge that I have received and/or read a copy of the statewide Fleet Driver Policies (DOA-3068P) and I understand the contents. I acknowledge that personal use of state-owned vehicles is not allowed except as set forth in the statewide Fleet Driver Policies.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis. I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

I understand that while using this vehicle for authorized use, I will be considered an agent of the State of Wisconsin under ss. 165.25(6) and 895.46(1), Wis. Stats. and thus have the protection of the State of Wisconsin.

I agree to maintain the Assigned Vehicle Log sheet (DOA-3472 or agency equivalent form), and to submit the log sheet to my supervisor monthly. The Vehicle Usage Report with personal mileage reimbursement is submitted monthly to the vehicle's owner agency.

## Employee Agreement (Authorized Personal Assignments Only):

I do hereby ☐ request (or) ☐ waive the privilege of personal use of my assigned state-owned vehicle.

I agree to keep an accurate record of all personal mileage by recording them separately, and reporting the total on a monthly basis. I understand that only I am authorized to use this vehicle for personal use and I do not have authority to grant permission for personal use to any other person except for reasons of health or safety.

I understand that I must reimburse the department at the current rate for all personal miles driven. I will include my check or money order as payment for personal miles driven with the monthly Vehicle Usage Report (Made payable to Department of Administration).

| Contact's Driver License Number | State (if not WI) | Date of Birth (mm/dd/ccyy) |
|---|---|---|
| Vehicle Contact Signature | Supervisor Signature | Agency Fleet Manager Signature (all) |

| ***Agency Authorized Signature(Personal Assignment/Home Based)** | ☐ Agency Head | ☐ Designee Title: |
|---|---|---|
| Signature | Date (mm/dd/ccyy) | General Services Director Approval Signature: |

Copy 1 Central Fleet Copy 2 Agency Fleet Manager Copy 3 Bur. Of Gen. Services Copy 4 Vehicle Contact

**Appendix IV**

**ASSIGNED VEHICLE LOG**
DOA-3472 (R6/04)

State of Wisconsin
DEPARTMENT OF ADMINISTRATION
Division of State Agency Services
Bureau of General Services
201 S. Dickinson St.
P.O. Box 7880
Madison, WI 53707 - 7880
608 / 267-7334

| **Employee Name** | **Month** | | | **Fleet Number (8-digit)** |
|---|---|---|---|---|
| | | | | |

| Day | Start Mileage | Start Location | End Location | End Mileage | Passenger Names | Business miles | Personal Miles | Total Miles |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**Appendix V**

# Department of Administration
# Central Fleet

AD-GS-75

## Pool Vehicle Non-Availability

Date _____/_____/_____

To: Name _____

Address _____

_____

Phone _____

Agency _____

Date Called _____/_____/_____

This is to certify that on _____/_____/_____ through _____/_____/_____

there was not a pool vehicle available for _____

to utilize in travelling to _____

Approved by _____ Date _____/_____/_____

Wisconsin Department of Administration
DOA-6496 (R08/2000)

# Vehicle Accident/Incident Report

Bureau of State Risk Management

Instructions: In case of an accident involving a state-owned vehicle, the driver of the vehicle must:

1. Report the accident promptly to a local law enforcement agency and obtain a copy of the officer's report.
2. Contact your supervisor and fleet manager as soon as practical to report the accident.
3. Within 24 hours of the accident, submit this completed & signed form to your supervisor.
4. Submit this completed form, signed by your supervisor, to the appropriate Fleet Office within 48 hours.
5. If the police do not respond or complete the accident report and the accident has caused bodily injury, vehicle property damage is $1,000 or more and/or government-owned property damage is $200 or more the driver must submit a completed MV-4002 Driver's Report of Accident to the Department of Transportation within ten days. Forward a copy to the fleet office.

**Agency/Dept. Location**

| Agency/Department Name | Division/Institution/Campus | Agency Number |
|---|---|---|
| Supervisor's Name | | Phone Number ( ) |
| Street Address | City | ZIP + 4 |

**Location of the Accident**

| Street/Highway | | | Accident Date (mm/dd/ccyy) | |
|---|---|---|---|---|
| City | County | State | Accident Time | ☐ AM ☐ PM |

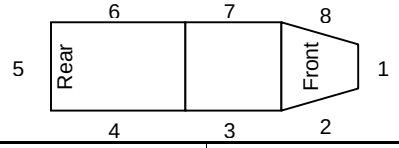
**State Vehicle Information**

☐ **Assigned**
☐ **Pool/ Functional**

| State Vehicle Owner Agency/Dept. Name | | | Reason for Vehicle Use | |
|---|---|---|---|---|
| Year | Make/Model | Body Type | Mileage | Color |
| Fleet Number | Vehicle Identification Number | | License Plate Number | |

Describe Parts Damaged

Circle numbered areas of vehicle damage.




**Information on Driver of State Vehicle**

| Driver Name | ☐ Driver Injured ☐ Wearing Seat Belt | Home Phone ( ) | Work Phone ( ) |
|---|---|---|---|
| Email Address | Date of Birth | Driver's License Number | |
| Work Address | City | State | ZIP + 4 |
| Home Address | City | State | ZIP + 4 |

Were There Passengers in This Vehicle? ☐ Yes ☐ No
If Yes, List Names: _____
_____

| Injuries | Wearing Seat Belt |
|---|---|
| ☐ Yes ☐ No | ☐ Yes ☐ No |
| ☐ Yes ☐ No | ☐ Yes ☐ No |

**Other Party(s) Involved**

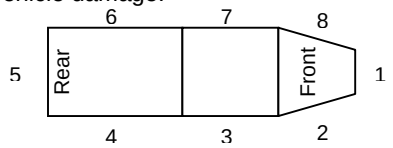
(add additional sheets if more than one other party involved)

(Please indicate what type of property was damaged.)

☐ automobile
☐ fence
☐ building
☐ guard rail
☐ other _____

Describe Parts Damaged

If automobile, circle numbered areas of vehicle damage.




| Property Owner (if different from driver) | | Home Phone ( ) | Work Phone ( ) |
|---|---|---|---|
| Home Address | | City | State / ZIP + 4 |
| Year | Make/Model | Body Type | License Plate Number |
| Vehicle Identification Number | | Insurance Company | Phone ( ) |
| Agent Name | Address | | |
| Driver Name | ☐ Driver Injured ☐ Wearing Seatbelt | Home Phone ( ) | Work Phone ( ) |
| Home Address | | City | State / ZIP + 4 |
| Driver's License Number | | | |

Were there passengers in this vehicle? ☐ Yes ☐ No
If Yes, List Names: _____
_____

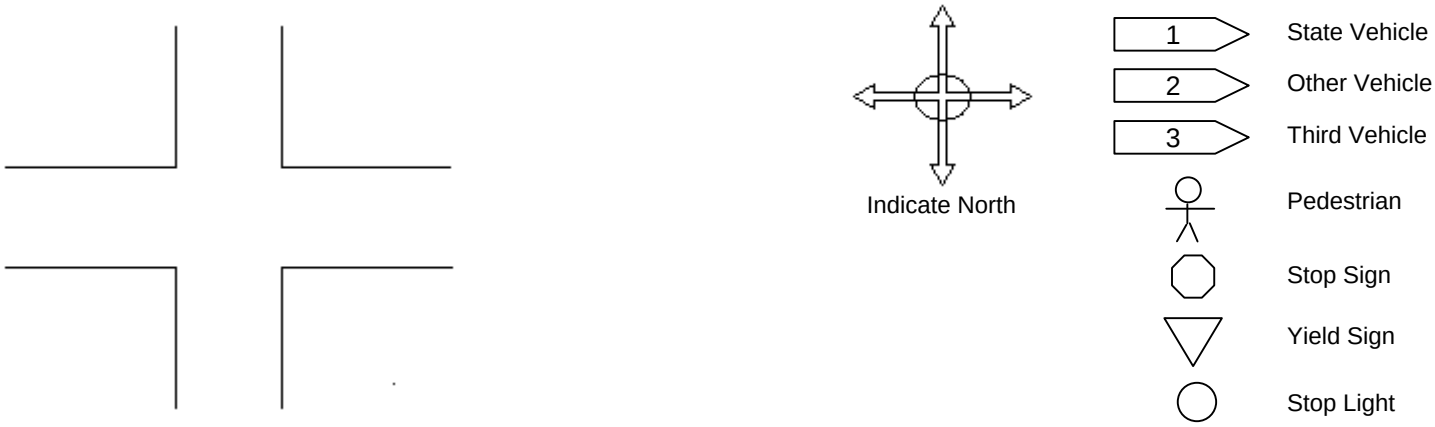
| Injuries | Wearing Seat Belt |
|---|---|
| ☐ Yes ☐ No | ☐ Yes ☐ No |
| ☐ Yes ☐ No | ☐ Yes ☐ No |

| | | |
|---|---|---|
| Was the accident investigated by a law enforcement agency? ☐ Yes ☐ No | Were photographs taken at the scene? ☐ Yes ☐ No | By whom? |
| Name of the Investigating Officer | Law Enforcement Agency Name | Case Number |
| Were citations issued? ☐ Yes ☐ No | To whom? | |
| Road Conditions ☐ Wet ☐ Dry ☐ Icy ☐ Other _____ | Did the state vehicle have lights on? ☐ Yes ☐ No ☐ Bright ☐ Dim | Did the other vehicle have lights on? (if other vehicle involved) ☐ Yes ☐ No ☐ Bright ☐ Dim |
| At what speed were you (state vehicle) traveling? | At what speed was the other vehicle traveling? | Posted Speed Limit |
| What traffic controls were in effect? | For whom? | Who had the right of way? |
| What signals were given by you? | What signals were given by the other driver? | |
| What did you do to avoid the accident? | What did the other driver do to avoid the accident? | |

| **Witness Information** | | | |
|---|---|---|---|
| | Name of Witness | | |
| | Home Address | | Phone Number ( ) |
| | City | State | ZIP + 4 |

Driver Description of the Accident/Incident ☐ Attached sheets include additional description, witness and passenger information.

Please complete this diagram. Indicate names of streets, direction, position of vehicles and point of contact. Use a solid line to show path before the accident and a dotted line to show path after the accident.




As the driver of the state owned vehicle described in this report, I acknowledge that all information provided is true and accurate to the best of my knowledge.

**Scope of Employment Statement**

As supervisor of this position, I affirm that the individual named driver was operating the vehicle within his or her authorized scope of employment at the time of the accident. ☐ Yes ☐ No

| | |
|---|---|
| Signature of Driver (*Required*) Date (mm/dd/ccyy) | Signature of Supervisor (*Required*) Date (mm/dd/ccyy) |

# Wisconsin
# DRIVER REPORT OF ACCIDENT

**DO NOT COMPLETE this Driver Report of Accident if a law enforcement officer completed a Wisconsin Motor Vehicle Accident Report.**

**COMPLETE this Wisconsin Driver Report of Accident if:**

- **There was $1000 or more damage to any one person's property**
  **- OR -**
- **Anyone was injured**
  **- OR -**
- **There was $200 or more damage to government property, other than vehicles.**

MV4002 1/2004 s.346.70(2) Wis. Stats. Wisconsin Department of Transportation

**Please provide all requested information. Print clearly.**

1. **You are "Unit 1".**
2. **An individual involved in the accident must sign the report.**
3. Provide all information on the other driver(s)/owner(s) involved. Incomplete reports may be returned requesting missing information. If you need assistance, contact your insurance agent, local law enforcement agency, or the DOT Traffic Accident Section at 608-266-8753.
4. Use the "Narrative" and "Diagram" sections to explain how the accident happened.
5. If more space is needed, use plain paper and attach to this report.
6. This form is available at www.dot.wisconsin.gov/drivers/drivers/traffic/accident.htm.

Retain a copy of this report for your records before mailing.

**Mail completed report to address shown below.**

(Fold report so that address panel shows to outside - **tape bottom edge closed and mail - Do not staple).**

**Important** - Please print your return address:

_____

_____

_____

Place stamp here
Post Office
will not deliver
without postage

**TRAFFIC ACCIDENT SECTION**
**WISCONSIN DEPT OF TRANSPORTATION**
**P O BOX 7919**
**MADISON WI 53707-7919**

Next page

Clear Form

# WISCONSIN DRIVER REPORT OF ACCIDENT

(See instructions on page 1 before completing - Please Print).

**CONTINUE ONLY ...if there was $1000 or more damage to any one person's property,**
**OR ...if anyone was injured,**
**OR ...if there was $200 or more damage to government property, other than vehicles.**

Hit and Run Accident? ☐ YES

Total Units Involved | Total Injured *

**ACCIDENT LOCATION**: County of | City, Village or Township of | Name and Number of Street(s) or Highway or Parking Lot

**ACCIDENT DATE**: Month | Day | Year | Day of Week | Time ☐ AM ☐ PM

**TYPE OF ACCIDENT** (Please check one) ☐ 1 Hit another motor vehicle in operation ☐ 2 Hit a parked vehicle ☐ 3 Hit a deer ☐ 4,5 Hit a bicyclist or pedestrian ☐ 9 Other

## UNIT 1

Driver Full Name (Last, First, MI) | Sex

Address | Birth Date

City & State | Zip Code | Daytime Phone Number ( )

Driver License Number | Issuing State

Vehicle Legally Parked ☐ YES | Operating a commercial vehicle? ☐ YES | If yes, circle appropriate classification A B C

Owner Full Name (Last, First, MI)

Address

City & State | Zip Code | Daytime Phone Number ( )

License Plate Number | Exp Yr | Issuing State | Vehicle Make | Year | Color

Vehicle Identification Number

Was a motor vehicle liability insurance policy in effect on the day of the accident? ☐ NO ☐ YES | Policy Holder's Name

Exact Name of Insurance Company

## UNIT 2

Driver Full Name (Last, First, MI) | Sex

Address | Birth Date

City & State | Zip Code | Daytime Phone Number ( )

Driver License Number | Issuing State

Vehicle Legally Parked ☐ YES | Operating a commercial vehicle? ☐ YES | If yes, circle appropriate classification A B C

Owner Full Name (Last, First, MI)

Address

City & State | Zip Code | Daytime Phone Number ( )

License Plate Number | Exp Yr | Issuing State | Vehicle Make | Year | Color

Vehicle Identification Number

Was a motor vehicle liability insurance policy in effect on the day of the accident? ☐ NO ☐ YES | Policy Holder's Name

Exact Name of Insurance Company

## *INJURED

Important - Number of injuries reported must equal number entered in "Total Injured" box above. For additional injuries, provide the information on a separate piece of paper and attach.

**Injury Codes: A=Severe, B=Moderate, C=Minor**

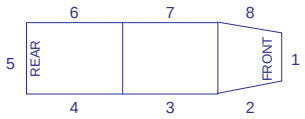
| Unit No. | Name (Last, First, MI) | Address | City & State | Zip Code | Sex | Birth Date | Injury Code |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## VEHICLE DAMAGE

**Unit 1 -** Important - Circle the numbers closest to the damaged areas.

Damage Estimate **(Required)**

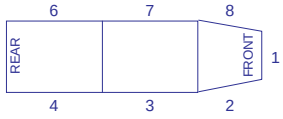
$_____




**Unit 2 -** Important - Circle the numbers closest to the damaged areas.

Damage Estimate **(If Known)**

$_____




## PROPERTY DAMAGE

Describe what was damaged. Property damage includes structures, trees, fences, towed items, etc. Do NOT include vehicle damage.

Property Owner Full Name (Last, First, MI) | Address, City, State & Zip Code | Daytime Phone Number ( )

## NARRATIVE

Print a brief description of the accident.

## DIAGRAM

Draw a basic picture of the accident and location.

Indicate North by putting an arrow in the circle.

X_____

**(Signature Required)**

Clear Form

Wisconsin Department of Administration
Bureau of State Risk Management
DOA-6413 (R12/2002)

Property Liability Section
Administration Building, 5th Floor
101 E. Wilson Street
P.O. Box 77008
Madison, WI 53707-7008

# Proof of Loss

This form is to be used when requesting payment from State Risk Management for a state-owned property loss.

*Claims estimated to exceed $10,000 must be referred to DOA immediately for assignment of an outside adjuster.*

- Delegated agencies (currently the Department of Administration, Department of Transportation, and UW-System) must complete this form as a Microsoft Word document and attach the completed document to the associated STARS claim file.
- Non-delegated agencies must submit a copy of this form accompanied by proper supporting documentation and an original signature to the above address.

*Claims must be filed within 90 days of the date of loss.*

| | | |
|---|---|---|
| Agency Name and Sub-unit, if applicable | | DOA/STARS Claim Number<br>___ ___ - 1 ___ ___ ___ ___ ___ |
| Organization Code<br>1 - ___ ___ ___ - ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ | Date of Loss (mm/dd/ccyy) | Time of Loss<br>☐ AM<br>☐ PM |
| Describe in detail the cause of loss (e.g. theft, collision, fire, water, etc.) and the exact nature of the damaged property (e.g. building, laptop computer, tractor, etc.). | | Is Claim Being Pursued Against Third Party?<br>☐ Yes<br>☐ No |

## Loss Description

Coverage Type:

☐ Property Damage

☐ Building(s)

Building Names _____

Building Numbers _____ and Class Code _____

*(Fire Resistive = Class Code 1; Ordinary = Class Code 2; Frame = Class Code 3)*

☐ Contents

Building Numbers _____ and Class Code _____

☐ Money and Securities

Building Numbers _____ and Class Code _____

☐ Property in the Open

- ☐ Boats
- ☐ Laptop Computers
- ☐ General Maintenance Equipment
- ☐ Machinery/Attachments
- ☐ Non-licensed Vehicles
- ☐ Portable Devices
- ☐ Pumps/Tanks/Wells
- ☐ Structures
- ☐ Other Property in the Open

☐ Auto Property Damage

Vehicle Year
Vehicle Make
Vehicle Model
Fleet Number

☐ Comprehensive

☐ Collision

State Property Involved:

- ☐ Bus
- ☐ Car
- ☐ Semi Tractor
- ☐ Truck
- ☐ Van: large/12-15 passengers
- ☐ Van: small/under 12 passengers
- ☐ Motorcycle

This document can be made available in accessible formats to qualified individuals with disabilities.

## Claims Costs Categories

| Property Damage | | Auto Property Damage | |
|---|---|---|---|
| Building(s) | $ | Comprehensive | $ |
| Contents: | | Collision | $ |
| Contents | $ | | |
| Property in the Open (PIO) | $ | | |
| Money and Securities | $ | Towing | $ |
| Other: | | | |
| Business Interruption | $ | Storage | $ |
| Extra Expense | $ | | |
| Less Agency Recoveries: | | Less Agency Recoveries: | |
| Subrogation | ($ ) | Subrogation | ($ ) |
| Salvage | ($ ) | Salvage | ($ ) |
| *Subtotal* | *$* | *Subtotal* | *$* |
| Less Deductible: | ($ ) | Less Deductible: | ($ ) |
| *$500 deductible; $2,500 for theft claims with no forced removal/entry.* | | *$500 deductible; $2,500 for theft claims with no forced removal/entry.* | |
| *Business Interruption deductible is $2,500 or 24 hours of continuous non-operation, whichever is less, per occurrence.* | | | |
| *Total Amount of Claim* | *$* | *Total Amount of Claim* | *$* |

| Division/Institution/Campus Representative | Date (mm/dd/ccyy) |
|---|---|
| | |

| Agency Representative | Date (mm/dd/ccyy) |
|---|---|
| | |

| Department of Administration — State Risk Management | |
|---|---|
| Risk Management Approval | Date (mm/dd/ccyy) |

This document can be made available in accessible formats to qualified individuals with disabilities.

**Appendix IX**

## Work Shared Vehicle

| Fleet Number | Driver's Agency | Mileage Submitted for: Usage Month | Usage Year |
|---|---|---|---|
| A D 0 2 1 2 3 4 | Department of Administration | 0 6 | 2 0 0 2 |

1. Ending Mileage Reading: 1 1 3 7 5
2. Beginning Mileage Reading: 1 0 1 4 2
3. Total Miles Traveled: 1 2 3 3
4. Business Miles: 1 2 3 3
5. Personal Miles (subtract 4 from 3): 0
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)

**CHECK Enclosed for $ N/A

Mike Smith
Driver's Printed Name

*Mike Smith* 06/30/02
Driver's Signature Date (mm /dd/ccyy)

John Doe
Supervisor's Printed Name

*John Doe* 06/30/02
Supervisor's Signature Date (mm/dd/ccyy)

***Make checks payable to: Department of Administration*

*Please DO NOT include invoices or receipts in this envelope.*

Wisconsin Department of Administration
**Monthly Vehicle Usage Report**
DOA-3223 (R04/2002)

## Personally Assigned Vehicle

| Fleet Number | Driver's Agency | Mileage Submitted for: Usage Month | Usage Year |
|---|---|---|---|
| A D 0 2 1 2 3 4 | Department of Administration | 0 6 | 2 0 0 2 |

1. Ending Mileage Reading: 1 1 3 7 5
2. Beginning Mileage Reading: 1 0 1 4 2
3. Total Miles Traveled: 1 2 3 3
4. Business Miles: 1 2 1 4
5. Personal Miles (subtract 4 from 3): 1 9
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)

**CHECK Enclosed for $ 6.52

Mike Smith
Driver's Printed Name

*Mike Smith* 06/30/02
Driver's Signature Date (mm/dd/ccyy)

John Doe
Supervisor's Printed Name

*John Doe* 06/30/02
Supervisor's Signature Date (mm/dd/ccyy)

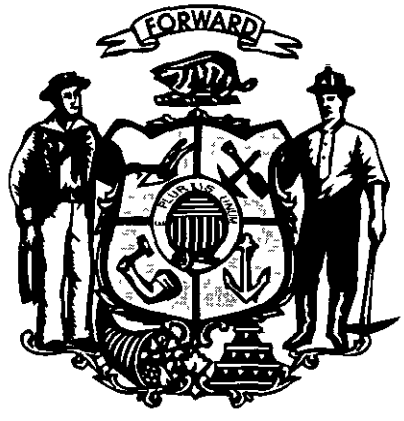
***Make checks payable to: Department of Administration*

*Please DO NOT include invoices or receipts in this envelope.*

Wisconsin Department of Administration
**Monthly Vehicle Usage Report**
DOA-3223 (R04/2002)

# General Records Schedule

# Motor Vehicle Management Records




**May 1999**

**For use by**
**State of Wisconsin Government Agencies**
**RDAs FLEET001-014**

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STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR

MARK D. BUGHER
SECRETARY

Division of State Agency Services
101 East Wilson Street, 6th Floor
Post Office Box 7867
Madison, WI 53707-7867
Voice (608) 266-1011
Fax (608) 267-0600
www.doa.state wi us/dsas/dsas.htm

**Date:** May 19,1999

**To:** Agency Fleet Managers, Agency Records Officers and Agency Fleet Management Coordinators

**From:** Geoffrey Wheeler, Administrator,
Division of State Agency Services
Department of Administration

**Subject:** General Records Schedule: Motor Vehicle Management Records

The attached General Records Schedule Motor Vehicle Records was developed by the Records Management Section, Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

This schedule compliments existing general record schedules that have been developed for fiscal and accounting, payroll related, purchasing, and state administered workers compensation program related records. These general schedules approach records management from a statewide enterprise perspective. With your active involvement and support, this general schedule offers the opportunity to reduce expenses associated with maintaining records while preserving adequate program documentation for both program operations and statewide historical purposes.

If you have questions about these schedule or suggestions on how to improve the presentation of this general schedule contact Steve Hirsch, Department of Administration, Records Management Section at 608 266-2996 or E-mail at Steve.Hirsch@doa.state.wi.us

**STATE OF WISCONSIN**
**DEPARTMENT OF JUSTICE**

Date: May 19, 1999

To: Agency Fleet Managers,
Agency Records Officers and
Agency Fleet Management
Coordinators

From: Karen E. Timberlake KET
Assistant Attorney General
Member, Public Records Board

Subject: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule: Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999, establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies. Retention periods specified in the document are sufficient for legal purposes.

Agency staff should follow the retention periods established in this schedule and routinely destroy records after the time periods specified have passed. Do not destroy records which are the subject of public records requests, litigation, court orders or audits until the special need for the retention ends.

If you have questions about the legal interpretation of motor vehicle related records, please contact your agency Fleet Manager, Fleet Coordinator or legal staff. If your agency does not have a legal staff or Fleet Manager, you may contact me at (608) 267-1300.

KET:mmp

State of Wisconsin \ LEGISLATIVE AUDIT BUREAU

JANICE MUELLER
STATE AUDITOR
SUITE 402
131 WEST WILSON STREET
MADISON WISCONSIN 53703
(608) 266-2818
FAX (608) 267-0410

DATE: June 1, 1999

TO: Agency Fleet Managers, Agency Records Officers, and Agency Fleet Management Coordinators

FROM: Thomas L. Mickelson, Chair Public Records Board

SUBJECT: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

As a member of the Board, I have reviewed the general schedule and am satisfied that it allows for retention of motor vehicle management related records to satisfy both federal and state audit requirements.

If you have questions about audit requirements and retention of records, contact the agency program manager, agency chief financial officer, or internal auditor. If you still have questions after consulting with theses individuals, contact me at the Legislative Audit Bureau.

TM/ao

## Purpose

The purpose of this schedule is to

- Provide agencies with uniform guidelines for the retention and disposition of motor vehicle related records;
- Ensure that agencies retain these records as long as needed for internal administration, and to meet legal, fiscal, historical and other state of Wisconsin and federal requirements;
- Promote cost-effective management of records, and
- Provide agencies with legal authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods.

## WHO MAY USE THIS SCHEDULE?

Agencies Included: This general schedule applies to all Wisconsin state agencies except the University of Wisconsin System and it's institutions UW staff with questions about motor vehicle related records should contact their designated agency records officer.

All agencies will find the record series categories and retention periods listed in this document relevant in managing motor vehicle related records.

## SCHEDULE DOES NOT REQUIRE CREATION OF RECORDS

Not all agencies may have all the types of motor vehicle related records listed in this schedule This schedule does not require records to be created by state agencies It provides policy guidance for those records that are created, received and used by state agencies

## SCOPE

This general schedule covers record series which agencies create and use for all aspects of motor vehicle management. This includes general transportation and work related automobiles It also includes vans, trucks, motorcycles, and other motorized vehicles.

To make the document as usable as possible the information is presented by functional areas. As the primary agency with statewide fleet management related responsibilities, the records of the DOA Bureau of Transportation are included along with the records of state agencies Agencies may use different terminology and may file record series differently However, the functional areas should be similar for all agencies and the retention periods apply, regardless of the filing arrangement used

Sometimes this document suggests, but does not require that records be filed together, as a unit If record series with varying retention periods are filed together as a unit, the retention period of the longest record series will control all the records in the file Record series cover the following functional areas

-Program Management and Administrative Records

-Acquisition and Disposition of Vehicles

-Motor Vehicle Maintenance Related Records

-Motor Vehicle Assignment and Utilization Related Records

-Motor Vehicle Incident/ Accident Related Records. Note records in this functional area are duplicates The official records are retained in the office or department with risk management responsibilities.

## ELECTRONIC RECORDS

This schedule applies to the electronic data maintained by the DOA Bureau of Transportation and agency vehicle/fleet management systems as well as paper-based record-keeping systems To the extent that the functions of agency systems cover the functions described for the records in this schedule, use the appropriate retention schedule

Attachment B and C contain summary information about the two database systems maintained by the DOA Bureau of Transportation

If agencies have additional vehicle management related records that are not covered by this or other state general records schedules contact the resources listed below under "For Additional Information and Assistance," prior to developing a separate schedule.

## FOR EFFECTIVE USE OF THIS SCHEDULE:

**Identify the Official Document, the Agency Record Copy and Other Working Copies**· Some motor vehicle management related records are produced and maintained in multiple copies This schedule covers all copies of the record, including the following

**Official Document**· The official document is the record series that is most likely to be used for multi-agency audit purposes This document is usually located in

The Bureau of Transportation, Division of State Agency Services, Department of Administration or central vehicle/fleet management units established by DOT or DNR.

The official document must be identified by each state agency for all record series

**Agency Record Copy**. The agency should also identify the agency record copy and its location in the agency The agency record copy is that copy that must be retained to satisfy any agency-specific audit or legal requirement of the agency's operation.

**Working Copies**· All other copies of the record are considered working or convenience copies In the interest of efficiency, do not keep these copies longer than needed If you do not need convenience copies in the office, discard them as soon as practical Do not send them to the State Records Center.

Note Generally, working copies should not be retained longer than the official document and agency copies of the record, because of the costs associated with continuing to maintain them. If an agency continues to retain convenience copies beyond the retention periods set for official and agency copies, the agency will need to provide appropriate access to these copies in response to audit or legal requests and per Open Records Law.

**Records Series Titles and Categories** Titles of record series may not be the exact titles used by an agency for each record or records series. The schedule requires some interpretation and application to specific agency titles of motor vehicle related records If agency staff are uncertain about the schedule's application to a specific group of records or need assistance, see "For Additional Information and Assistance" section, to identify sources for advice

Page 9 begins a listing of each record series, summarizing the retention requirements for official, agency and working copies of the records Each record series in a functional area is described in narrative detail, including lists of forms, reports and other items included in the series All items within a series relate to the same topic and have the same retention requirements.

For easy reference, you may also consult attachment A Motor Vehicle Related Forms By Associated Record Series

## THE SCHEDULE IS A TOOL FOR PROGRAM DOCUMENTATION

Agencies need to maintain adequate documentation of motor vehicle operations, transactions and activities to meet internal administrative needs, legal purposes and program and financial audit requirements This schedule provides agency staff with a sound basis for adequate program documentation.

Agency records management officers and information technology (IT) staff should work with fleet management staff to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.

The agency should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner To facilitate disposition, agency staff should cut off files periodically and develop methods to mark files when they close

For most motor vehicle related records, the final disposition is "Destroy confidential." A few record series may contain historical value These are indicated in the schedule with a disposition of "transfer to the State Historical Society" for archival preservation, after the indicated time periods

## RETAINING RECORDS BEYOND THE ESTABLISHED TIME PERIODS

Agencies are required to follow this schedule for applicable records The established retention periods and disposition directions are state policy requirements for motor vehicle related records. Records may be delayed from destruction under the following conditions.

Particular records are have been identified as needed for a financial or performance audit;
Records are needed for an actual or imminent legal proceeding; or
An open record request for retrieval of particular records has been received and not completed

The Wisconsin Open Records Law, s 19 35(5), Wis Stats, forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period The agency's legal custodian of records can provide advice

It is the responsibility of the office holding the record to determine if an audit, litigation, or an open record request is pending, before disposing of that record

Official and agency record copy of inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements, should be transferred to a low-cost, inactive records facility, such as the State Records Center.

## CONFIDENTIALITY OF MOTOR VEHICLE RELATED RECORDS

Some motor vehicle related records contain confidential or restricted access records such as employee social security numbers However in general, most of the records identified in this schedule do not contain confidential or restricted access information and are likely open to public inspection

If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice should be able to provide advice

The term "destroy confidential" is used throughout the document for those records without secondary historical value. It is prudent to destroy state records in a confidential manner. Contact the Department of Administration (DOA) Records Management Section to discuss available options for confidential destruction of records Outlying areas should use locally available facilities capable of meeting state criteria for confidential disposal of records

## PERSONALLY IDENTIFIABLE INFORMATION

Some motor vehicle related records, in particular, those related to individual state employee car utilization and assignments contain personally identifiable information within the meaning of this term, as defined in s 19.62 (5), Wis Stats. Each record series below that may contain personally identifiable information is identified with the statement "May contain PI information".

Agencies should be aware of the requirements in Subchapter IV, Personal Information Practices, of Chapter 19 of the state statutes

## FOR ADDITIONAL INFORMATION AND ASSISTANCE

Agency personnel should consult with the following resource staff for additional information and assistance

Larger agencies such as DOT, and DNR have designated fleet managers Each agency has a designated agency fleet coordinator Most organizations assign travel-related responsibilities to designated individuals

DOA Records Management Section: The DOA Records Management Section provides free training sessions, as needed, on implementation of general record schedules. The Section can also answer general records related questions and assist in interpretation of records schedules The Section maintains a WEB page with useful information on the management of records The site includes other approved general record schedules in other areas It also includes names and addresses of each agency designated records officer The address is:
http://www.doa.state.wi.us/dsas/recordsmgt/

Records Officer. Each agency has a designated Records Officer who serves as liaison to the Public Records Board The Records Officer is responsible for agency-wide records management planning, program development and assistance.

Agency IT staffs Agency IT staff maintain and develop database systems that support the agency core business functions IT staff also support the infrastructure such as workgroups and E-mail that are used to conduct agency business.

## MOTOR VEHICLE RELATED RECORDS IN WISCONSIN STATE GOVERNMENT

DOA, DOT and DNR operate vehicle fleets under delegated DOA authority in Wis Stat 16.04. **FLTMGT** is used to designate the records of these organizations. Other agencies may have fleet coordinators who serve as contact person for motor vehicle related issues. **AFC** or agency fleet coordinator is used to designate these individuals. Agency staff that drive are either assigned a vehicle or use a pool vehicle. **DR** is used to designate agency authorized state staff and others who drive state vehicles during the conduct of state business

In those instances where records relate to drivers such as assignment of vehicles it is recommended that the records be retained in the employees official personnel file or the supervisor's copy of the personnel file Maintaining driver-related records in separate files is acceptable and may even be preferable for frequent drivers

See the Personnel and Related General Schedule, items PERS124 and PERS125 A separate category in this schedule, PERS129, covers drug and alcohol test records required under federal law for certain categories of drivers.

The DOA maintains two database systems related to motor vehicles. The state fleet management information system contains information about all vehicles owned by the state Information is tracked from the procurement to the disposal of each vehicle

The second fleet system is used by the DOA Bureau of Transportation to manage car reservations, billings, vehicle maintenance and inventory management DOT, and DNR may have similar systems to manage these functions

See Appendices B and C for more information on these two systems

This schedule does not include the fiscal records related to chargebacks for internal state use of motor vehicles. These fiscal records are covered under the state Fiscal and Accounting General Records Schedule (See vouchers identified as 90007 with a retention of FIS+4 or FIS+6 years if there are special federal audit requirements )

The functional areas of the schedule are. Program Management and Administrative records; Acquisition and Disposition of Vehicles, Motor Vehicle Maintenance and Related records, Motor Vehicle Assignment and Utilization Related Records and Motor Vehicle Incident/ Accident Related Records

## LEGEND

**FLTMGT** refers to the DOA Bureau of Transportation and the fleet operations units at DOT and DNR.

**AFC** refers to the Agency Fleet Coordinator, a person assigned in each agency or sub-unit of a large agency to coordinate fleet use in the organization

**DR** refers to drivers

**Retention Period** is the length of time an office must keep particular records This is usually expressed in terms of years, months, days and may be contingent upon an event date or specification date that triggers the "clock"

**CR** refers to creation. Creation retention periods start when a record is created or received.

**EVT** refers to event Retention periods tied to event dates do not begin until the event occurs and the retention time period is then triggered For example, if a record series has a retention of EVT+ 1 year and the event is defined as the life of the vehicle all records in this category would be retained one year after the vehicle is sold, scrapped or otherwise taken out of service.

**FIS** means the current fiscal year. Therefore FIS+4 years indicates that these records must be retained for the current fiscal year and four complete prior years. The Legislative Audit Bureau has determined that most of the motor vehicle related records in this schedule should be retained for FIS+4 years to satisfy audit requirements Unlike **CR** and **EVT** retention periods record series identified as **FIS** are managed in blocks by fiscal year

**Disposition** is the final state in a record's life cycle, involving either destruction, transfer to inactive storage with destruction at a specified later date, or transfer to either the State or UW Archives for permanent preservation.

## PROGRAM MANAGEMENT AND ADMINISTRATIVE RECORDS

**FLEET001 State Motor Vehicle Policy and Administration Subject Files**

Includes administration of motor vehicle related policies in accordance with statutes and regulations Includes but is not limited the DOA Fleet Policy and Procedures, budget issues, allocation of vehicles to agencies, availability of vehicles, cost accounting for travel, state compliance with federal mandates, and development and implementation of fleet management policies and procedures for agency staff

These are ongoing issues with no definite ending date

| | |
|---|---|
| FLTMGT | *FIS+4 years (Maintain and "cut off" files in fiscal year blocks)* |
| AFC+DR | EVT+0 time (Keep current set of approved policies and directives Destroy superceded materials) |
| Disposition. | Destroy all |

Note: Purge duplicates, drafts and non-records periodically

**FLEET002 Motor Vehicle Related Project Files**

Motor vehicle project files may include, but are not limited to, alternative fuels research, grants related to energy efficiency, depreciation issues relating to vehicles, trends in vehicle resale, and energy use Project files have a definite beginning and end date

| | |
|---|---|
| FLTMGT+AFC | *FIS+4 years (Maintain and "cut off" files in fiscal year blocks)* |
| DR | N/A |
| Disposition. | Destroy all |

Note Recommend using project files rather than subject files whenever possible Purge duplicates, drafts and non-records periodically

**FLEET003 Motor Vehicle Correspondence Files**

Correspondence in the operating unit responsible for maintenance and operation of motor vehicles **not** covered elsewhere in this schedule

This series may contain PI information

| | |
|---|---|
| FLTMGT and AFC | CR+1 year |
| DR | N/A |
| Disposition | Destroy all |

**FLEET004 Ride-Share Promotion Administrative Program Files**

The Ride-Share program matches drivers and riders that are interested in car-pooling. The program is authorized by Wis Stat 85 24 Records include lists of current car-pool members, people interested in driving others, people interested in riding with others, the location where these individuals live and where they commute to work Wis Stat 85.24(4) identifies specific information related to ride-sharing that must be kept confidential

This series may contain PI information and confidential records

| | |
|---|---|
| FLTMGT | FIS+4 years (Current fiscal years and 4 back years) |
| AFC+DR | N/A |
| Disposition | Destroy |

**FLEET005 Van Pool Program Administrative Program Files**

The state vanpool program provides state vehicles for employee travel to work from those areas outside of established bus or other mass transit service areas

All of the costs associated with the program are recouped through user fees that are charged to program participants These files include van assignments logs, riders, drivers, passengers for each van and waiting lists, if applicable The program manages payments for the vanpool program This file also includes the source documents for calculating costs for participants as well as incentives that are provided for van drivers to off-set their extra responsibilities.

This series may contain PI information

| | |
|---|---|
| FLTMGT | FIS+4 years |
| AFC+DR | N/A |
| Disposition· | Destroy all |

## ACQUISITION AND DISPOSITION OF VEHICLES

**FLEET006 Motor Vehicle Acquisition Case File**

Includes records relating to purchase of vehicles by the state May include bid specifications for types of vehicles, score sheets, winning bids, losing bids, bid working papers, special bidding terms and conditions, vendor lists, estimated delivery cycles, time frames and other related information

| | |
|---|---|
| FLTMGT | FIS+4 years (Maintain and "cut off" files in fiscal year blocks) |
| AFC | EVT+0 time for other copies Event is when no longer needed for administrative reference. |
| DR | N/A |
| Disposition | Destroy all |

**FLEET007** **Motor Vehicle Sales and Surplus Related Records**

Records related to transfer, sale, donation, salvage or exchange of vehicles Includes forms designating vehicles as surplus, information on auctions, auctioneers, planned auction yields, and related information Includes title release information for vehicles sold Financial information from this record series feeds into the agency and then into the statewide accounting system

| | |
|---|---|
| FLTMGT | FIS+4 years (Maintain and "cut off" files in fiscal year blocks)<br>EVT+0 time for other copies. Event is when no longer needed for administration and reference |
| AFC+DR | N/A |
| Disposition | Destroy all |

**FLEET008** **Vehicle Titles**

Official title information contained in form DOT MV 11 for each vehicle purchased, donated or otherwise obtained by state agencies.

| | |
|---|---|
| FLTMGT | EVT+5 years Event is date vehicle is sold or scrapped<br>EVT+0 time for other copies. Event is when no longer needed for administration and reference. |
| AFC+DR | N/A |
| Disposition | Forward title to new owner Destroy for scrapped vehicles |

Note. The DOA Bureau of Transportation maintains the official title for all state-owned vehicles. If desired agencies with delegated fleet management responsibilities may maintain duplicate title information

## MOTOR VEHICLE MAINTENANCE RELATED RECORDS

**FLEET009** **Motor Vehicle Maintenance Records**

Records documenting service and repair orders to motor vehicles These records normally include maintenance orders, logs, copies of fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists Includes information on maintenance performed both by outside contractors and state staff.

| | |
|---|---|
| FLTMGT and AFC | FIS+4 years (Maintain and "cut off" files in fiscal year blocks) |
| DR | Not applicable |
| Disposition. | Destroy all |

**FLEET010 Supplies and Parts Inventories**

Running inventories of automobile related supplies and stocks of expendable materials such as gasoline, natural gas, propane, oil, grease, filters, etc These reports describe the material and indicate current stock balances

| | |
|---|---|
| FLTMGT | FIS+4 years |
| AFC and DR | N/A |
| Disposition. | Destroy |

**FLEET011 Supplies and Parts Disbursement Records**

Records documenting disbursement of the above described items

| | |
|---|---|
| FLTMGT | FIS+4 years (Maintain and "cut off" files in fiscal year blocks) |
| AFC and DR | N/A |
| Disposition | Destroy |

## Motor Vehicle Assignment and Utilization Related Records

**FLEET012 Motor Vehicle Control, Assignment and Operator Use Records**

Includes records relating to individual employee operations of state owned vehicles including driver licenses, complaints and follow-up about misuse of vehicles, restrictions on drivers, if any, and documentation that employees have received copies of fleet policies and procedures These records document agency assignments of motor vehicles to employees The records also document motor vehicle use and assignment of license plates to specific vehicles Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs This information is typically covered in completed vehicle use agreements (DOA#3103), pool car requisition forms (DOA#3101), and non-availability slips (no form number) or equivalents

This series may contain confidential social security numbers and PI information

| | |
|---|---|
| FLTMGT and AFC | EVT+1 year (Event is the date of separation from service with the state or recision of authority to drive a state vehicle |
| DR | Not applicable |
| Disposition: | Destroy |

**FLEET013 Motor Vehicle Cost Accounting Records**

This series also provides detailed data relating to costs and expenses associated with each vehicle. These records include requests for vehicle assignment, assignments and use logs, and reports The Daily Vehicle Mileage Log (DOA#3472) and the Monthly Vehicle Usage Report (DOA-3223) are included in this series

This series may contain confidential social security numbers PI information

FLTMGT *FIS+4 years (Maintain and "cut off" files in fiscal year blocks)*

AFC+DR EVT+0 time for other copies Event is when no longer needed for administrative reference

Disposition Destroy

## Motor Vehicle Incident/ Accident Related Records

**FLEET014 Vehicle Incident/Accident Records**

Records and supporting materials documenting accidents, thefts, and other incidents involving state-owned vehicles. Typically this would include the Vehicle Accident Report (DOA-6496), Drivers Report of Accident (DOT MV 4002) if damage to government property exceeds $200 and associated police citations and reports

This series may contain confidential information such as medical records and social security numbers The series contains PI information

Note These records are duplicates The retention period in the property, liability or workers compensation insurance related case files are the official files and the retention is longer, particularly for workers compensation cases where the records are retained 30 years after the case is closed The records may also be duplicated in legal case files. Prior to disposing of these records agencies must insure that the relevant records involving legal actions have been transferred to the DOA Bureau of Risk Management, agency legal counsel and or the Department of Justice

FLTMGT EVT+1 year. Event is date case is closed

AFC+DR EVT+0 time for other copies Event is when no longer needed for administrative reference

Disposition: Destroy all

## Attachment A: Motor Vehicle Related Forms By Associated Records Series

| | | |
|---|---|---|
| DOA#3103 | Vehicle use agreements | FLEET012 |
| DOA#3101 | Pool car requisition forms | FLEET012 |
| DOA#6496 | Vehicle Accident Report | FLEET014 |
| DOT#MV 4002 | Drivers Report of Accident | FLEET014 |
| No form # | Non-availability Slips | FLEET012 |
| DOA#3472 | Daily Vehicle Mileage Log | FLEET013 |
| DOA#3223 | Monthly Vehicle Use Reports | FLEET013 |
| DOT# MV 011 | Vehicle Title and Plate Registration | FLEET008 |
| No form # | Gasoline/Ethanol/other fuel Purchases | FLEET011 |

## Attachment B: State Transportation and Resale System (STARS)

### General Description

The State Transportation and Resale System contains information about all vehicles owned by the State Information is tracked from the procurement of vehicles to the disposal of vehicles.

The procurement subsection entails tracking information about agency new vehicles requests for additional and replacement vehicles and combining information from approved requests to determine bid requirements. Also included in this subsection is the tracking of submitted bids and the ranking of bids based on defined criteria to aid in the selection of the bids to be awarded.

The vehicle information subsection holds information about the vehicle and it's current owner to enable the Transportation and Travel section to respond to questions about the State Fleet This section also allows vehicles to be flagged when they become surplus property to ensure that agencies dispose of vehicles that they requested to be replaced; either through auction, sale as salvage, or inter-agency transfer

The inter-agency used vehicle sale subsection keeps information about agencies selling vehicles to other agencies, the amount of sale, and fees assessed by Transportation and Travel for the vehicle transfer.

The auction subsection keeps information about the vehicles to be sold at specified auctions and the amount of sale at the auction Additional, non-vehicle items, can also be placed in the auction file to allow the tracking of non-vehicle sales

After a vehicle has been sold at an auction or sold as salvage, data about the vehicle is moved into a history file so that information about vehicles sold is still available.

All data will be kept for a period of five years after it has become static. This means that agency requests, both approved and denied, bid requirements; bids submitted; and information used to calculate life-cycle estimates will be retained for five years after the purchasing fiscal year that they were used for. Inter-agency used vehicle sale data will be kept for five years after the transfer Auction information about the sale of both vehicles and non-vehicles will be kept for five years after the auction date Vehicle data will be kept in a history file for five years after the vehicle is sold at an auction or as salvage.

**Attachment C: Comprehensive Auto Reporting System (CARS)**
**Source DOA OCS**

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# Systems Overview:

## Fleet System Requirements

The Fleet System is a mission critical system used by DOA Fleet to run it's day to day business. It handles all the reserving and assigning of vehicles, manages the inventory and costs associated with the vehicles, tracks all drivers within the state (identified by the signing of a valid use agreement) that use fleet vehicles, and finally bills the correct agency for the use of the vehicles and collects monies from personally assigned vehicles that have been used for non state business. The current system is a LAN based system that is written using Advanced Revelation. The current system has been experiencing severe problems concerning the size of some of the larger tables (most notably the invoice and history files) and some performance problems relating to this. In addition the current system lacks some functionality that is required by Fleet to manage it's vehicles in an orderly fashion.

Components:

Reservation Sub System:

Reservations:
The reservation system handles all reservations of fleet vehicles. Currently all reservations are handled via the phone. It is desired that reservations be handled automatically via E-Mail in the new system. All fleet staff handle reservations as part of their day to day business. Access to the reservation window must be quick and not interrupt the staff person's current work. Vehicles may be reserved up to 90 days in advance. Should a vehicle not be available for reservation the person reserving the vehicle will be given a non-availability slip. The reservation process should conform to fleet rules and regulations concerning the use of state vehicles. A mechanism for tracking the reservation process and number / type of vehicles being reserved will be in place.

Assigning Pool Vehicles:
Pool cars are assigned out to people with reservations. In addition pool vehicles may be signed out to individuals on a walk in basis should there be vehicles to cover this. When the pool car is signed out the driver, destination and vehicle requirements are either retrieved from the reservation or entered on line. At

this time the billing information (usecodes and percent splits) are entered. The fleet number of the assigned vehicle is then entered and the vehicle is then considered to be "in use".

Return Pool Vehicle:
Returning a pool vehicle places the vehicle in a status of "available". Additionally, it is now that the information is captured that will be used for billing and historical purposes.

Billing Sub System.

The billing subsystem encompasses both the billing and historical functions. This information is created for pool vehicles through the returning of pool vehicles. The information is created for the fleet leased vehicles (functional, personally assigned, summer program) through the entering of envelopes. Each person / agency (also Van Pool) that has a leased vehicle is required to send in a special envelope that indicates the number of miles (ending odometer reading) the vehicle has been used along with how many personal miles were used. Individuals are required to reimburse fleet for the use of the vehicles for personal use including appropriate state and county taxes. In addition they must include the amount of fuel and oil (state and commercial) that has been put into the vehicle. Also if they have had an oil change this information must be indicated. With this information billing / vehicle history / driver history records are produced along with the fuel receipt records. After the end of each month (approximately the 12th of the month) a billing file is produced that is then uploaded to the GSBS. Agencies are then billed for all the pool trips and leased vehicle charges that have occurred in the previous month. This information is then available for historical purposes and for managerial reports that are used for the analysis of the fleet business.

Invoice / Vehicle Maintenance Sub System.

The invoice / vehicle maintenance tracks the invoices that fleet receives, the purchase orders that are created and the maintenance that occurs to fleet vehicles.

Vendor:
The vendor component maintains a list of the vendors that fleet deals with in the maintenance of their vehicles.

Purchase Orders:
The system maintains the active fleet purchase orders, their current balances, and uses. This is not the official system for this, but is used to keep track of the status of purchase orders (especially blanket orders).

Invoice:
Fleet tracks all invoices that come in for payment. They must guard against the authorization of payment of duplicate invoices. All the invoices are paid by either purchase orders or by direct charge. In the case of direct charge invoices, the system produces the documents for signature (envisioned to be totally electronic in the future). In addition the invoices track the detail of what the charges are for and for what vehicle.

Vehicle Maintenance·
This section provides an overall view of the status and past maintenance each individual vehicle has incurred. It shows the mileage of each vehicle (total and year to date), the amounts and types of all services and their associated cost, inspections, and fuel usage.

Vehicle / Driver / Liaison:

The system tracks the fleet vehicle inventory and the associated status that each carries. In addition it tracks the drivers that are authorized to use fleet vehicles and the liaisons that each agency provides for the interaction with fleet

System tables.
There is a large number of support and reference tables that are used in the system

Reports:
The system currently has in excess of 150 reports concerning all facets of the system, many of which offer a variety of sorting and filtering capability.

## Van Pool:

The Van Pool System (VP) has two main components; Vehicle and Ridership.

Vehicle Component:
The vehicle component is written in Omni File. The vehicle component of the VP system performs the same functions as the Fleet system. It tracks the accumulative miles, maintenance, sale and procurement of vans. Because of this the vehicle portion of this system will be wholly encompassed by the Fleet System. Vehicles from the Van Pool will be treated like any other fleet vehicle. What will differentiate them from fleet vehicles will be the status of the vehicles (Van Pool).

Ridership Component:
This component is written in Multi Plan (a spreadsheet). This component keeps track of the riders in the van pool. In this context a van is group of riders that use a particular van for transportation. Each van is by statute required to be self sufficient. Therefore each van has a total cost associated with it based upon it's size and the number of miles it travels. The riders are required to pay this cost. In addition there are roles that are required of some of the riders. There is a driver of the van (must be a state employee), a backup driver (must be a state employee) and a coordinator. Each of these roles can qualify for a discount to the person who acts in it. A person can have more than one role, the driver or the backup driver could be the coordinator This can increase the discount that person receives. The discount may be up to 100% depending upon the role(s). The system must be able to track these roles and the amount each person is required to pay. In addition the system must aid in the analysis of the cost to each rider when the ridership and / or miles a van travels changes.

This portion of the system is slated for further analysis near the end of the project. Preliminary analysis indicates that there will be a table required for the vans with a master / detail relationship with the riders. In addition there will be a support table that will hold system information (cost per mile, role discounts allowed, etc.). There will also be a table that will hold the payment information. Various reports will also be required. These will be identified later in the project.

## Auction & Procurement:

The Auction & Procurement System (A&P) has three main components; Inventory, Auction of Vehicles, and Procurement (i e. producing bids and bulletins).

Inventory component.
This component holds information on all vehicles owned by the state. There is also a history part to this component that holds this same information concerning the vehicles after the vehicles have been sold. This information is retained for 5 (or more) years. All new vehicles in the state are required to be entered into this system.

Procurement Component:
The procurement component gathers information from the agencies as to their vehicle requirements for the coming fiscal year and with this information produces bids and awards bulletins for the procurement of vehicles. The A&P staff is required to approve all new purchases (along with the Secretary's approval). Most new vehicles are to replace vehicles that are to be sold. This component tracks this on going process. It tracks the requests from the agencies, the approval or denial of these requests, whether these are additional or replacement vehicles (and which vehicles they replace) and produces reports showing which vehicles have been approved, which have been denied, the number of each type of vehicle to be bid, the approximate cost of the vehicles (for use in agency budgets). After this process there are cross tabular reports produced for use in the vendors bidding on the vehicles. A vendor may bid on one or more types (commodity code) of vehicle. The bid is awarded to the low bidder. In the case of passenger vehicles the low bid is determined through the life cycle cost of the vehicle (bid price, mpg, cost of money, resale value). As the agencies purchase new vehicles, this portion of the system, as well as the inventory section, gets updated so that at the end of the fiscal year the A&P staff can see which agencies did not purchase all the vehicles it indicated it would purchase.

Auction Component:
Most of the vehicles in the state are disposed of through state auction (others are scrapped or dealt with in other means). There are approximately 12 auctions annually that are held in approximately 6 cities throughout the state. This component is used in the preparation of auction documents, the tracking of the sale prices, the production of post auction reports and the updating / archiving of the vehicle information in the inventory section. The auction documents are reports that indicate what each vehicle is, the listing that appears with the auction brochure, etc. The tracking the sales prices is used in the post auction reports. These reports are used to calculate the fees that include the auctioneers fees, Auction & Procurement's fees and the agency portion of these fees in addition to the amount each agency grossed. Also there are several "auction performance" reports. These include the return against black book value, auction turn out, etc. At the end of this the vehicle records are updated with their specific sales information and then are archived to the history table.

# Travel Voucher

Wisconsin Department of Administration
DOA-6107 (R04/2002)
s. 16.53, Wis. Stats.

***Please fill in the YELLOW fields ONLY***
***Staple Receipts Face Up***

**DOCUMENT NUMBER FOR AGENCY USE ONLY**

| | | |
|---|---|---|
| Department - Division | Social Security No. (Must be provided for payment to be made) **Z** | Collect. Bargaining Unit: Perm / Project / LTE |
| State Officer or Employe Name: | Residence Street Address | Non State Employee-P1 |
| MM-YY | City / WI / Zip + 4 | Headquarters or Home Station |

Travel Period: From To

| FY | Fund | Agency | Org | Sub Org | Approp | Activity | Object | Sub Obj | Bal Sheet Account | Reporting Category | | Project Number | Amount Debit | Amount Credit |
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| | | | | | | | | | | | | Totals | **$0.00** | **$0.00** |

| DATE | OFFICIAL BUSINESS: EXPLAIN PURPOSE OF TRIP | TRAVEL POINTS: FROM | TRAVEL POINTS: TO | HDQS. TIME: DEPART | HDQS. TIME: RETURN | Personal Vehicle: MILES | LODGING | MEALS, including tips: MORNING | MEALS: NOON | MEALS: EVENING | OTHER ALLOWABLE EXPENSES: ITEM | OTHER ALLOWABLE EXPENSES: AMOUNT | TOTAL ALLOWABLE EXPENSES: TAXABLE | TOTAL ALLOWABLE EXPENSES: NON-TAX |
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| | | | | | | | | | | | | | | $0.00 |
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