

December 1, 2011

TO: Division Business Representatives, Financial Management Staff, and e-Reimbursement Division Coordinators

FROM: Jan Richardson, Accounting Services

SUBJ: Changes to Travel Policies Resulting from Passage of the 2011-13 Compensation Plan

Earlier this month the Joint Committee on Employment Relations approved the [2011-2013 Compensation Plan](#). This plan includes Section F on the Uniform Travel Schedule Amounts (UTSA). The UTSA sets the rates and policy for payment/reimbursement of travel expenses.

The 2011-2013 Compensation Plan rates and policies continue to apply to UW System, under [Wis.Stats. 20.916](#) up until the UW System flexibilities, provided under Wisconsin Act 32, take effect on July 1, 2013.

While there have been some changes to policy, there have been no increases to lodging, meal, and mileage rates.

The changes are summarized below along with the section reference in the Compensation Plan. **These changes are effective for travel occurring on or after January 1, 2012.**

1. Employees that are telecommuting from home are not eligible for reimbursement of miles from their home to the location that would have been their assigned headquarters if they were not telecommuting. [Section F-3.05(3)(a)7.].
2. The reimbursement rate for employees that use their personal vehicle for business use when a state vehicle is not available is now set by the Office of State Employment Relations (OSER) and can change during the year.

At this time the current state reimbursement rate has not changed and remains at \$.485 per mile. If the federal employee rate changes, OSER will determine whether the state reimbursement rate will change and the effective date of that change. **It is important to note that the state rate does not automatically change when there is a change in the federal employee reimbursement rate.**

Currently, the federal employee reimbursement rate is \$.51. Normally the federal rates change on January 1 of each year. At this time new rates for January 1, 2012 have not been announced by the federal government. [Section F-3.05(b)].

3. Employees are no longer entitled to be reimbursed for a personal call home (\$5) when away overnight or for a change in scheduled return time or location. [Section F-7.02(1)].

On a related issue, the Department of Administration (DOA) recently announced that **the "turndown rate" has been changed to \$.352 effective with travel on or after December 1, 2011.** This rate is not set by the Compensation Plan but is set by DOA. See

<http://www.bussvc.wisc.edu/acct/policy/travel/fleetveh.html> for further information.

The decrease in the turndown mileage rate has been updated in e-Reimbursement with an effective date of 12/1/11.

Please contact me at jrichardso@bussvc.wisc.edu if you have any questions.

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