

# DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Date June 19, 1989

Subject

Mileage Expense Reimbursement from  
Home to Work Site or Pickup Point

Number CC-198

Amendments to the 1987-89 Compensation Plan, which become effective July 1, 1989, include provisions for mileage expense reimbursement when an employee is authorized to travel directly from his/her home to a pickup point or a work site removed from the employee's assigned headquarters. These provisions are a change from the previous Compensation Plan. This bulletin will clarify the changes, give examples for application of the new provisions, and provide guidelines for uniform administration.

Amended section TSA 1.03(5)(c)9 of the Compensation Plan reads as follows:

"When management determines that an employee's vehicle is required for travel to a work site removed from the assigned headquarters, the employee shall be reimbursed for mileage from home to the work site, or from the assigned headquarters to the work site, whichever is closer.

"When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employer will reimburse 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.

"Mileage payments from home to the assigned headquarters are not allowed."

The difference in mileage expense reimbursement is that, if an employee is authorized (is required) to use a personal vehicle for travel to the work site, the employee will be reimbursed for mileage to the work site from either the assigned headquarters or home, whichever is closer. If the employee is not authorized (is not required) to use a personal vehicle for travel to the work site, but the employee must travel to an approved pickup point, the employee will be reimbursed only for mileage in excess of that between the employee's home and the employee's assigned headquarters.

The amended language is applicable only to business trips beginning or ending at the employee's home.

The following examples have been developed to assist you in the correct application of these provisions:

EXAMPLE 1:

Background Information: Employee's home is in Milwaukee.

Employee's assigned headquarters is in Madison.

Situation: Employee leaves home and drives to a work site in Waukesha (15 miles), from which the employee drives home.

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The employee will be reimbursed round-trip mileage for the distance between the work site in Waukesha and the employee's home in Milwaukee (30 miles).

EXAMPLE 2:

Background Information: Employee's home is in Appleton.

Employee's assigned headquarters is in Green Bay.

Situation: Employee reports to work in Green Bay in the morning (31 miles). The employee drives to a work site in Appleton (34 miles), from which the employee drives directly home (4 miles).

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The employee will receive mileage reimbursement for the distance between the assigned headquarters and the work site (Green Bay to Appleton-34 miles)\* plus the distance between the work site in Appleton and the employee's home in Appleton (4 miles), for a total of 38 miles.

EXAMPLE 3:

Background Information: Employee's home is in Milwaukee.

Employee's assigned headquarters is in Madison.

Employee's work site is in Wausau.

Situation: Employee reports to work in Madison in the morning (77 miles). The employee then drives to a work site in Wausau (140 miles), from which the employee drives directly home (181 miles).

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The employee will be reimbursed mileage for the round-trip distance between the assigned headquarters and work site (Madison to Wausau-280 miles).

EXAMPLE 4:

Background Information: Employee's home is in Milwaukee.

Employee's assigned headquarters is in Madison.

Employee has two work sites, one in Watertown and one in Portage.

Situation: Employee drives from home to a work site in Watertown (46 miles). During the day the employee leaves the work site and drives to the assigned headquarters in Madison (39 miles). After leaving the assigned headquarters, the employee reports to a work site in Portage (37 miles). Upon completion of the day's work, the employee drives home (98 miles).

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The employee will be reimbursed as follows:

- a. the distance from home to the work site (Milwaukee to Watertown-46 miles) is limited to the lesser of the mileage from home to the work site or assigned headquarters to the work site; in this case, the assigned headquarters to the work site mileage is less (Madison to Watertown-39 reimbursable miles), plus
- b. the distance between the work site and the return to the assigned headquarters (Watertown to Madison-39 reimbursable miles)\*, plus
- c. the distance from the assigned headquarters to the Portage work site (Madison to Portage-37 reimbursable miles)\*, plus
- d. return mileage from the Portage work site, which is limited to the lesser of the mileage from the work site to the home or the work site to the assigned headquarters; in this case, the mileage from the work site to the assigned headquarters is less (37 reimbursable miles).
- e. The employee is entitled to mileage expense reimbursement for a total distance of 152 miles.

EXAMPLE 5:

Background Information: Employee's home is in Pewaukee.

Employee's assigned headquarters is in Madison.

Employee will meet the employee in Example 4 and travel with that employee on the day in question. They meet in Waukesha for purposes of riding together. The employee in Example 4 is authorized to use his/her personal automobile for business travel during the day.

Situation: Employee drives from home to the approved pickup point in Waukesha (5 miles). During the day the employee rides with the employee in Example 4. Upon completion of the day's work the employee is dropped off at the pickup point in Waukesha and drives the 5 miles to Pewaukee.

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The mileage the employee drove to and from home to the pickup point is less than the mileage from the employee's home to the assigned headquarters; therefore, the employee is not eligible for any mileage expense reimbursement.

EXAMPLE 6:

Background Information: Employee's home is in Sun Prairie.

Employee's assigned headquarters is in Madison.

Employee will meet the employee in Example 4 at the work site in Watertown for purposes of riding together to other work sites. The employee in Example 4 is authorized to use his/her personal automobile for business travel during the day.

Situation: Employee drives from home to the Watertown work site (27 miles). During the remainder of the day the employee rides with the employee in Example 4. Upon completion of the day's work the employee is dropped off in Watertown to pick up his/her car which was left at the first work site. The employee then drives the return trip to his/her home in Sun Prairie.

Question: For what distance is the employee entitled to mileage expense reimbursement?

Answer: The employee will be reimbursed the lesser of the distance from his/her home in Sun Prairie to Watertown or from the assigned headquarters to Watertown. In this case, unlike the circumstances in Example 5, the employee reported to a work site. He/she will therefore be reimbursed for the trip from Sun Prairie to Watertown and return (54 miles round trip).

EXAMPLE 7:

Background Information: Employee's home is in Sun Prairie.

Employee's assigned headquarters is in Madison (15 miles one way).

Employee will meet an employee who lives in Milwaukee at an approved pickup point in Watertown for purposes of riding together to a job site in Waupun. The employee from Milwaukee is authorized to use his/her personal automobile for business travel during the day.

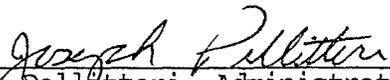
Situation: Employee drives from Sun Prairie to Watertown to meet employee at the approved pickup point (27 miles). During the remainder of the workday the employee rides with the employee from Milwaukee. At the conclusion of the workday the employee is returned to his/her automobile in Watertown. The employee drives the 27-mile return trip to Sun Prairie.

Answer: Unlike the circumstances in Example 6, the employee in this instance drove to a pickup point. The employee is eligible for reimbursement for the mileage which exceeds the miles from the home to the assigned headquarters (15 miles one way). The employee is eligible for reimbursement for 24 miles (54 minus 30).

\*Section 16.535, Stats., provides that employes shall be reimbursed for their actual transportation expenses when traveling in performance of their official duties. Since this is a business trip, the employee is entitled to reimbursement.

These provisions apply to all nonrepresented classified and unclassified officers or employes of the State. Collective bargaining agreements should be reviewed and, to the extent these provisions apply to represented employes, the guidelines contained in this bulletin should be followed. Questions regarding whether provisions contained in this bulletin are applicable to a specific collective bargaining agreement may be directed to Bruce Brozek, Division of Collective Bargaining, at (608) 266-0711.

Other questions regarding information contained in this bulletin may be directed to Susan Nuttall, Division of Classification and Compensation, at (608) 266-7322.

  
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Joseph Pellitteri, Administrator  
Division of Classification and Compensation

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