



**Division of State Patrol
Policy and Procedure**

Number
10-3

Subject VEHICLE REPORT	
Author/Originator Bureau of Field Operations	Approved by <i>Stephen Fitzgerald</i> Superintendent
Records Management Statement Supersedes P&P 16-4 dated July 2, 2013 Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) that all employees who are assigned state-owned vehicles file a monthly Vehicle Report (DT1508) as the basis for cost accounting and tracking of vehicle mileage. An alternative to this process is the entry of an electronic mileage report in the State of Wisconsin Enterprise Fleet Portal (<https://fleet.wisconsin.gov>) in circumstances where the employee has been directed to do so by his or her respective region or section supervisor.

II. GENERAL PROVISIONS

The monthly Vehicle Report, or the electronic mileage report as applicable, is prepared and submitted within five (5) days following the end of each month by the employee to whom the vehicle is assigned, the vehicle operator, or the person assigned responsibility for pool vehicles.

A monthly Vehicle Report, or the electronic mileage report as applicable, must be filed for a vehicle even though no expense was incurred or the vehicle was not used. Note on the face of the report if the vehicle was not used. Expenses for only one vehicle are entered on a report.

III. EXEMPTION

Charges for crash damage repairs or glass breakage coverage under comprehensive insurance are not entered on the monthly Vehicle Report.

IV. PROCEDURE

A. Employee:

1. Prepare monthly Vehicle Report, or the electronic mileage report as applicable, at the end of the month following instructions provided.
2. Record beginning and ending mileage.
3. Monthly mileage is separated and recorded to correspond with properly authorized project I.D.'s resulting in the mileage.
4. If odometers are changed during the month, a memo setting forth the circumstances must accompany the monthly Vehicle Report. Check the box indicating that the odometer has been changed.
5. Mail or electronically submit Vehicle Report to the region designee within five (5) days after end of month. If completing the electronic mileage report in the Enterprise Fleet portal, it is not necessary to forward a copy to the region designee unless otherwise directed.
6. Retain a copy of the Vehicle Report in vehicle.
7. When vehicles are turned in for trade, the last operator completes the current Vehicle Report and delivers it with the vehicle.

B. Supervisor/Designee:

1. Review monthly Vehicle Reports and take necessary action to correct errors.
2. Initial monthly Vehicle Reports and mail within five days to:

DBM Bureau of Management Services
Fleet Operations Section
P.O. Box 7950
Madison, WI 53707-7950