



Tom Barrett
Mayor

Bevan K. Baker, CHE
Commissioner of Health

Health Department Administration



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September 2, 2004

Committee on Finance and Personnel
Milwaukee Common Council
Room 205, City Hall
Milwaukee, WI 53202

Attention: Alderman Michael Murphy, Chairman

Honorable Committee Members:

An employee of the Disease Control and Prevention Division of the Milwaukee Health Department exceeded 1000 work-related miles driven in his private automobile during the month of August 2004. The breakdown of these miles includes 356 miles for two trips to Madison; one related to West Nile virus and one related to School Food Security. The remainder of the mileage is primarily due to mosquito surveillance, including 73 miles driven on weekends due to overtime larvicide application.

The employee's supervisor has reviewed the mileage claim and it has been approved. I am therefore requesting approval of private automobile reimbursement payment to David Campbell for all miles reported during the month of August totaling 1,062 miles.

Attached is the form CBP-139, Auto Allowance Reimbursement Request form for your review. Thank you.

Sincerely,

Bevan K. Baker, CHE
Commissioner of Health

Attachment

19	2004	CAMPBELL, DAVID B.	381-35
P.P. NO	4 DIGIT YEAR	EMPLOYEE NAME	DEPT ID/LOCATION
S	009569	AR	25290 25300
PP ID	DOCUMENT ID	ALPH ID	JOB CODE
			ENV + Disease Control Spec. ENVIRONMENTAL HYGIENIST

PRIOR PERIOD ADJUSTMENT - AUTO ALLOWANCE/REIMBURSEMENT

EVENT DATE			EARN CODE	AMOUNT	PROGRAM	ACCOUNT CODE	
MO	DAY	4 DIGIT YR				PROJECT/GRANTS	
08	28	2004	901	398.25	7200		
08	28	2004	921	[45.01]	7200		
TOTAL AMOUNT				353.24			

Report mileage from primary auto below. If necessary, report mileage from other autos on reverse side of form.

INSTRUCTIONS: Make required entries each work day. On the first work day of the following month forward the completed form to the department head for signatures.

DAILY AUTOMOBILE ALLOWANCE/REIMBURSEMENT RECORD

LICENSE PLATE NO. 18267E

MONTH OF Aug 2004

DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE	
		CITY	PERSONAL*			CITY	PERSONAL*			CITY	PERSONAL*
1	54860	16	22	12				23			
2	54698	39	27	13			687	24			
3				14	55451	24	22	25			
4				15	55497	33	19	26			
5				16				27			
6				17				28			
7				18				29			
8				19				30			
9				20				31			
10				21				Totals This Month	1062	777	
11				22				Totals Last Report	259	979	

*INCLUDES DAILY AVERAGE MILES BETWEEN WORK AND HOME (INCLUDE LUNCH) OF 14 MILES.

I certify that I drove my private auto the mileage indicated and for City business, that my operator's license and vehicle registration were valid during this period and that I am adequately covered by auto insurance. Submit a revised form CBP-138 if insurance coverage has changed and check here

-over-

David B Campbell 9/2/04
Employee's Signature Date

- Total miles driven-all autos 1062
- Reimbursement per City rates 353.24
- Miles on line 1 times Federal rate (enter to earn code 901) 398.25
- Line 2 less 3, if negative, use brackets (enter to earn code 921) [45.01]

I have reviewed the mileage reimbursement request and believe it conforms to S. 350-183 of the Code of Ordinances and that the mileage shown appears reasonable and is in accordance with his employee's duties.
Mark Hahn 9/2/04
Department Head's Signature Date

AUTO NO. 2
DAILY AUTOMOBILE ALLOWANCE/REIMBURSEMENT RECORD

LICENSE PLATE NO. 377 ENF

MONTH OF Aug. 2004

DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE	
		CITY	PERSONAL*			CITY	PERSONAL*			CITY	PERSONAL*
1		—	—	12	101,455	29	19	23		—	270
2		—	—	13	101,503	177	34	24	102,299	42	20
3	100,122	28	24	14		—	—	25	102,361	37	27
4	100,174	51	25	15		—	—	26	102,425	51	23
5	100,250	47	31	16		—	90	27		—	—
6	100,328	33	22	17	101,904	33	29	28		—	—
7		—	—	18	101,866	46	21	29		—	90
8		—	—	19	101,933	32	22	30	102,589	31	22
9		—	910	20	101,987	18	24	31	102,642	179	32
10	101,293	50	27	21		—	—	Totals this month		950	1781
11	101,370	66	19	22		—	—	Totals Last Report		235	140

AUTO NO. 3
DAILY AUTOMOBILE ALLOWANCE/REIMBURSEMENT RECORD

LICENSE PLATE NO. _____

MONTH OF _____ 200__

DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE		DATE	ODOMETER READING AT START OF DAY	MILEAGE	
		CITY	PERSONAL*			CITY	PERSONAL*			CITY	PERSONAL*
1				12				23			
2				13				24			
3				14				25			
4				15				26			
5				16				27			
6				17				28			
7				18				29			
8				19				30			
9				20				31			
10				21				Totals This Month			
11				22				Totals Last Report			

Only those City officials and employees occupying positions designated in the positions ordinance as being eligible for private automobile allowance are authorized for this reimbursement when, at the discretion of the department head, it is necessary that such automobiles be used on City business. Such official or employee shall maintain no less than the minimum automobile insurance prescribed by state law and shall have declared the use of his or her vehicle on city business to the insurance company to protect the city's interest. It shall be the responsibility of the department head to verify that the employee is adequately covered by such insurance prior to authorizing the use of the employee's vehicle. The department head shall approve all mileage reports. In addition, mileage reports exceeding 1000 miles require concurrence by the Committee on Finance and Personnel prior to processing payment thereon.

REMARKS: _____

Miles Auto 1 950
 Miles Auto 2 112
 Miles Auto 3 _____
 Total Miles 1062
 Carry forward to front of form