

### 0410.07 Use of Privately Owned Vehicles

Issued: January 6, 1997  
Revised: July 9, 2012

**SUBJECT:** Use of Privately Owned Vehicles.

**APPLICATION:** Executive Branch Departments, Sub-units and other state operations that utilize state motor vehicles provided by Department of Technology, Management and Budget, Vehicle and Travel Services.

**PURPOSE:** To specify eligibility requirements for privately owned mileage reimbursement.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Vehicle and Travel Services (VTS)  
6951 Crowner Drive  
P.O. Box 30026  
Lansing, MI 48909

**TELEPHONE:** 517-322-5000 Customer Service

**FAX:** 517-322-5100

**SUMMARY:** This section describes the circumstances when privately owned vehicles may be used for official state government business, including VTS determination of mileage reimbursement eligibility.

**APPLICABLE FORMS:** None.

**PROCEDURES:**

Authorization:

- Use of privately owned vehicles for official state government business may be authorized when a state-provided motor vehicle is not available.
- A driver must receive prior approval from their department to drive a privately owned vehicle for official state government business. Each department is responsible for defining its process and documenting its approvals.

Reimbursement:

- Departments are responsible for determining the means of travel that would be in the best economic interest of the state.
- Premium and standard mileage reimbursement rates are published annually.
  - **Standard Mileage Reimbursement.** A driver is eligible to receive standard mileage reimbursement when using a privately owned vehicle for official state business if the driver has:
    - Declined use of an available state motor vehicle, or
    - Refused permanent assignment of a state-owned vehicle, or
    - Been denied use of a state motor vehicle for misuse or abuse.

- **Premium Mileage Reimbursement.** A driver is eligible to receive premium mileage reimbursement when using a privately owned vehicle for official state business if:
  - An occasional daily travel assignment is less than 100 miles and the driver has not refused the use of an available state motor vehicle, or
  - A state-provided motor vehicle is not available.
- Employee reimbursements may be subject to tax reporting and withholding based on applicable tax regulations and specific circumstances.

Reporting:

- VTS will monitor reported premium and standard mileage reimbursements for compliance.
- VTS may perform periodic reviews with the agencies of their vehicle usage and mileage reimbursements.

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