

0410.07 Use of Privately Owned Vehicles

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PURPOSE

To specify eligibility requirements for privately owned mileage reimbursement.

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.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
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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.
