State of Michigan
Administrative Guide to State Government

0410.05 Billing for State-Provided Vehicle Use

Issued: June 30, 2003
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PURPOSE

To identify billing method.

APPLICATION

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

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
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SUMMARY

Departments are billed for use of state motor vehicles based on state motor vehicle type and miles driven.

APPLICABLE FORMS

DTMB-0064 Vehicle Request and Justification

REFERENCES

Administrative Guide Procedure 0410.02 State Motor Vehicle Assignment

PROCEDURES

Charges

- All expenses associated with a particular state motor vehicle type or grouping of state motor vehicles are included in charges.
- State motor vehicles are assigned to a VTS-defined billing code based on vehicle specifications and vehicle application.
- Charges for a billing code are based on actual expenses associated with a particular state motor vehicle type of grouping of state motor vehicles.

Billing

- Each department will receive invoices monthly. Billing for services is processed via SIGMA, using accounting information provided by the department.
- Permanent Assignments:
    - Permanently assigned state motor vehicles are charged a fixed fee and a mileage usage fee monthly.
    - The fixed fee is based on the number of days during the month the state motor vehicle was assigned to the department.
    - The mileage usage fee is based on the number of miles reported during the month, multiplied by the per-mile fee for the billing code the state motor vehicle is assigned.

Seasonal Assignments

- Seasonally assigned state motor vehicles are charged a fixed fee and a mileage usage fee monthly.
- The fixed fee is based on the number of days during the month the state motor vehicle was assigned to the department.
- The mileage usage fee is based on the number of miles reported during the month, multiplied by the per-mile fee for the billing code the state motor vehicle is assigned.

VTS Motor Pool Assignments

- Charges are distributed based on accounting information provided to VTS in FleetCommander, the electronic motor pool reservation software.

Short-Term Passenger Motor Vehicle Rental

- For the usage policy, see Administrative Guide Procedure 0410.02 Motor Vehicle Assignment.
- Actual charges from the private rental company are billed to the department that rents the vehicle.
- The vehicle user pays for actual fuel charges. The driver is reimbursed by submitting the actual fuel charges on a travel reimbursement request to their department.

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