

0410.05 Billing for State-Provided Vehicle Use

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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

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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.
