

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.
 - **Premium Mileage Reimbursement.** A driver is reimbursed the Premium Mileage Rate when using a privately owned vehicle for official state business if:
 - A state-provided motor vehicle is not available and
 - The driver is not limited to Standard Mileage Reimbursement.
 - **Standard Mileage Reimbursement.** A driver is reimbursed the Standard Mileage Rate when using a privately owned vehicle for official state business when 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.
- Employee reimbursements may be subject to tax reporting and withholding based on applicable tax regulations and specific circumstances.

Reporting

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