

# TRAVEL POLICY

## I. Background

- Section 3001 of the current Employee Travel Expense Reimbursement Handbook states "Agencies should discourage the use of privately-owned conveyances on official state business and direct their employees to use state-owned or leased vehicles on official state business whenever possible."
- Informational circular number 1299 dated July 10, 1995 states "Any state employee choosing to use a privately-owned automobile when a state-owned or leased vehicle is available for use shall be reimbursed at the central motor pool rate for compact cars, unless:
  1. the employee's agency head or the agency head's designee determines that the use of a state-owned or leased vehicle would be more expensive than the use of the employee's privately-owned automobile; or
  2. the employee has a disability which requires the use of a privately-owned vehicle which is specifically equipped.

It will be the agency head's responsibility to ensure that this provision of the regulation is enforced."

- Informational circular number 1343 dated June 14, 1996 states "The provision to reimburse mileage at the central motor pool rate for compact cars remains in effect for any state employee choosing to use a privately-owned automobile when a state-owned or leased vehicle is available for use."
- We have been informed by the Director of Accounts and Reports that violations of the State's policies and Governor's directives will result in Audit exceptions and could result in loss of the University's delegated audit authority.
- The central motor pool rate for compact cars is \$.19 per mile, FHSU's motor pool rate for cars is \$.24 per mile, and the private mileage reimbursement rate is \$.30 per mile.

## II. Recommended Policy

- Unit personnel shall check the availability of a University motor pool vehicle when private mileage reimbursement is sought at the approved private mileage reimbursement rate. If a University vehicle is available and its use practical, the traveler cannot be reimbursed at the approved private mileage reimbursement rate, but shall be reimbursed at the Central Motor Pool rate of \$.19 per mile.
- In order for a traveler to be reimbursed for private vehicle mileage at the approved private mileage reimbursement rate due to the unavailability of a University motor pool vehicle, the unavailability must be demonstrated. The statement "I certify that a State owned vehicle was unavailable." must be typed in the comment section of the signed Travel Voucher.

- In order for a traveler to be reimbursed for private vehicle mileage at the approved private mileage reimbursement rate due to the impracticality of using a University motor pool vehicle, the impracticality must be demonstrated. The traveler must attach a description of the circumstances that demonstrate the University vehicle's impracticality to the signed Travel Voucher. The following is a list of situations in which the use of a University vehicle may be impractical. Other circumstances will rarely be accepted and should be discussed with the Assistant Vice President for Administration and Finance.
  1. The traveler's official work station is not the University.
  2. The Official State Business requires special towing/hauling capability (e.g. the traveler needs to pull a horse trailer to a rodeo).
  3. The Official State Business requires a vehicle to be parked at the destination for more than 1 night, thereby removing a University vehicle from available use for an extended period of time. (This does not mean that a University vehicle cannot be used in this situation).
  4. The traveler can demonstrate a disability that requires the use of a privately-owned vehicle.

*Adopted by Cabinet 10/30/96*