

USE OF PERSONAL VEHICLE

State-owned vehicles shall be used for business travel for the performance of official duties whenever possible. The Executive Director or Deputy Director may authorize the use of a personal automobile in specified circumstances or in a specific situation. The Executive Director or Deputy Director may authorize travel by private airplane in a specific situation. Failure to obtain permission in advance of travel for use of personal vehicle may result in denial of the request for reimbursement, or reimbursement at the level of state fleet payment.

Comment: See also OMB Fiscal Policy 511 (explanation of liability coverage and reimbursement rates).

Approved by RH on October 26th, 2009, Revised May 1st, 2018