

COMMISSION ON LEGAL COUNSEL FOR INDIGENTS
POLICY ON USE OF PERSONAL VEHICLE

approved
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State-owned vehicles shall be used for business travel for the performance of official duties whenever possible. The Executive Director, Deputy Director, or an employee's supervisor 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.

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

Reimbursement for mileage for use of personal automobiles within the state is allowed at the sum of 45¢ per mile actually and necessarily traveled in the performance of official duty.

Reimbursement for mileage for use of personal automobiles outside of the State is allowed at the rate of 45¢ per mile to a geographic point 300 miles each way from the borders of the state, and 18¢ per mile for the remaining distance.

Reimbursement for mileage for use of private airplane is allowed at the sum of 70¢ per mile.

When official travel is done by motor vehicle that is owned by the state or by any department or political subdivision thereof, no allowance will be made or paid for such mileage. If a personal vehicle is used for the employee's convenience, in lieu of air travel, meals and motel expenses will be allowed for a maximum of one day each way.