

## 9.05 Transportation by Private Vehicles

Last Modified Date: 06/03/2010

### 9.05.01 Use for the Convenience of the State

When private vehicles are approved for use on official business for the convenience of the State, reimbursement will be paid at the mileage rate set by the IRS, which is currently **50 cents per mile**. “Convenience of the State” is defined as:

- Non-availability of a motor pool or State-owned vehicle

*Or*

- The round trip is 60 miles or less.

Non-availability of a motor pool vehicle must be documented by a certificate obtained from the WCU Motor Pool and submitted with the request for reimbursement.

### 9.05.02 Use for the Convenience of the Employee

When private vehicles are used on official business for the convenience of the employee, reimbursement is made at the lowest prevailing motor pool rate which is presently **30 cents per mile**. “Convenience of the employee” is defined as covering all cases not qualifying as “convenience of the State.” When a private vehicle is used, the total reimbursement for mileage and subsistence may not exceed the total that would have been reimbursed for the lowest cost of airfare and subsistence for the period that would have been required for airline travel.

### 9.05.03 Commuting

When private vehicles are used on official state business, mileage is measured from the closer of the duty station or point of departure to destination (and return). No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his duty station. No mileage reimbursement is allowed to employees on “call back” status. For the State’s policy on compensation to employees on “call back” status, see the State Personnel Manual.