

## DNR Travel Policy Guidance – Updated Travel Policy effective April 1, 2015

### Use of Personal Vehicle for State Business, Mileage Reimbursement Requirements

#### 2.3 Personal Automobile

Use of a personal automobile for state business must be approved in writing, and in advance of such use, by the employee's supervisor. Without a supervisor's approval in writing, no expense reimbursement for use of a private vehicle for state business will be processed. The supervisor's written approval for use of a personal vehicle should also indicate the determined reimbursement rate for such use, either Tier 1, or Tier 2. The DNR Authorization Form for Use of Personal Vehicle for State Business, or copy of emails containing the same pertinent information and authorization, must be included with the travel expense reimbursement request.

- Tier 1 Rate: When a fleet or assigned (government owned) vehicle is not available and it is determined that a personal motor vehicle is the least expensive form of travel, the employee will be reimbursed for business miles traveled based on the applicable GSA Tier 1 rates. The Car Cost Comparison Tool should be attached with the Personal Vehicle Use authorization form.
- Tier 1 Rate can also be approved by the supervisor when exigent or emergency situations dictate the use of a personal vehicle, i.e. circumstances exist that require the employee to utilize their personal vehicle due to lack of time to obtain an available state vehicle or rental car.
- Tier 2 Rate: If a fleet or assigned (government owned) vehicle is available, BUT a personal motor vehicle is used, the employee will be reimbursed for business miles based on the applicable GSA Tier 2 Rate.

Most instances of approved personal vehicle use for business will be reimbursed at the Tier 2 rate. Absent exigent or emergency circumstances that preclude obtaining a state vehicle or renting a vehicle, the supervisor has to verify that no government vehicle was available, and also that the use of the personal vehicle is less expensive than renting a vehicle (cost calculator comparison tool) in order to approve Tier 1 rate reimbursement. Approval to drive a personal vehicle when a state vehicle is available is at the discretion of the supervisor.