

Below are the new rates, effective 2/11/08, for personal vehicle reimbursement.

Reimbursements for the use of personal vehicles are made at the following rates which are based on the costs of maintaining fleet services vehicles and the most recent business standard mileage rate as established by the Internal Revenue Service:

38 Cents Per Mile

Round trip is 100 miles or more and a Fleet Services vehicle is available.

50.5 Cents Per Mile

Round trip is less than 100 miles and a Fleet Services vehicle is available.

50.5 Cents Per Mile

Fleet Services vehicle is not available. (Fleet Services must provide a certification)

50.5 Cents Per Mile

Round trip is 100 miles or more, a Fleet Services vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle. The economic benefit must be well supported with an analysis of the personal vehicle versus a state vehicle charges. (See below)

When a traveler elects to use a personal vehicle, the traveler is responsible for all expenses should the vehicle either break down or be involved in an accident while on the business trip.

If the trip is 100 miles or more and a Fleet Services vehicle is available and there is an economic benefit to the Commonwealth for using a personal vehicle, a cost benefit analysis must be prepared by the traveler and submitted with the travel reimbursement voucher.

Examples of factors that can be considered in the cost benefit analysis are:

Distance to the nearest car rental location and the hours of operation Administrative time required to obtain the rental car The type of vehicle required and the number of travelers

I must remind you that you CANNOT use a rental car from the Blacksburg area UNLESS a motor pool vehicle is not available. And then, we must have the Fleet Services Certification showing that no vehicles were available.