Purpose
To establish the mileage rate at which an employee of the Utah Department of Transportation (Department) will be reimbursed when using his or her own personal vehicle for State business.

Policy
The Department encourages employees to use fleet vehicles whenever practical. Travelers may use private vehicles with approval from the Executive Director or designee. The employee must have an active auto insurance policy which will be the primary policy covering any claim that may result from an accident while driving a personal vehicle for Department business.

The Department will reimburse private vehicle use at the rates listed in the Utah Administrative Code (UAC) R25-7-10 and Department of Administrative Services Division of Finance (DAS/Finance) policy FIACCT 10-02.06 (Private Vehicle – High, Private Vehicle – Low, and Private Motorcycle).

The following Department-specific clarifications apply:

1. Commission members will be reimbursed at the Private Vehicle – High rate since fleet vehicles are not readily available to them.

2. Trips to and from airports when an employee is departing on a flight will be reimbursed at the Private Vehicle – High rate. It is to the State’s benefit to have a personal vehicle used rather than have a state vehicle left in the airport parking for extended periods.

Background
DAS/Finance issued UAC R25-7, effective August 15, 2000, relating to the payment of travel-related reimbursements to state employees. UAC R25-7-10(3)(b) sets the maximum reimbursement rates, and UAC R25-7-10(3)(c) permits agencies to establish more restrictive rates. The Department has elected to use the same rates in the Rule.

Definitions
Commission Member
An appointed member of a board, particularly the Transportation Commission and the Utah Passenger Ropeway Safety Committee (formerly TRAMWAY).

Fleet Vehicle
A vehicle owned by State Fleet or the Department.

Personal Vehicle
A vehicle owned by an employee or a private individual. It does not reside in the Department motor pool.