

DIVISION OF PARKS AND RECREATION

February 7, 2001

STAFF DIRECTIVE 01-2

TO: Superintendent of State Parks
Parks Chief Ranger
District Superintendents
Park Superintendents

FROM: Phil McKnelly 

SUBJECT: Mileage Reimbursement

Effective January 1, 2001 the Department issued the following policy regarding mileage reimbursement:

Employees should make every effort to maximize the use of state vehicles for business travel. In cases where supervisors authorize employees to use their personal vehicles resulting from the employee's request for personal preference or for the convenience of the employee, or when a state vehicle is reasonably available, the reimbursement shall be made at a rate of 23 cents per mile. "Reasonably available: is defined as available for use and adequate to meet any special needs of the employee and the state in the given circumstances. If a state car is not reasonably available, the travel may be reimbursed at the standard business rate of 34.5 cents per mile. The reimbursement rate must be either 23 cents or 34.5 cents per mile and divisions **may not** negotiate different rates. If the employee is willing to utilize his vehicle for the convenience of the state and requires 34.5 cents per mile, then the supervisor must authorize this reimbursement.

In addition, this staff directive requires each employee to utilize a state vehicle to the maximum extent possible and requires **PRIOR** authorization if an employee must use their personal vehicle and plans to request reimbursement at a rate of 34.5 cents per mile. Any travel utilizing a personal vehicle for which the rate of 34.5 cents per mile has not been pre-approved will be reimbursed at a rate of 23 cents per mile.

This directive is effective immediately and until further notice. Any questions should be directed to the Division Director or Executive Assistant.

PKM/nta