



Definitions:

- **State Owned Vehicle:** The State will allocate payment for the maintenance, gas, and all other associated costs for the vehicle.
- **State Leased Vehicle:** The State will allocate payment for the lease, gas, and damages to the vehicle. Otherwise, the leasing company will cover other related costs for the vehicle.
- **Privately Owned Vehicle:** These reimbursement rates are considered to cover all costs associated with the use of the privately owned conveyance. This includes, but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage to the privately owned conveyance), license fees, depreciation costs, and expenses of any type. The State sets the reimbursement rates for which the employee will have to file a fully documented travel expense report to receive reimbursement that is approved by your supervisor in advance.

Use of any state-owned or state-leased vehicle is restricted to state business only. Any passengers must also be on official state business. K.A.R. 1-17-1 defines state business as . . . the pursuit of a goal, obligation, function, or duty imposed upon or performed by a state officer or employee (as) required by state employment. Commuting between an employee's residence and official workstation in state vehicles should be strictly limited to those rare instances in which there is a clearly demonstrated, legitimate business need.

Determining which vehicle you should be using to accomplish official state business

- Your supervisor must review, approve, and sign the KDADS Vehicle Request Form for any and all travel required to accomplish state business, regardless of whether you are utilizing a privately owned, state-owned, or a state-leased vehicle.
- Determine how many miles your trip will be.
 - If your travel is less than 70 miles, use of your personal vehicle is permissible.
 - If your travel is more than 70 miles, you must utilize the KDADS Review of Most Effective Mileage form (this is located on the KDADS intranet under Forms under Travel/ Rental Vehicle Templates). Generally, it is encouraged for employees traveling over 70 miles to utilize a state owned vehicle or a state leased vehicle. If the rental center is more than 30 miles from your location than use of your personal vehicle is permissible. If you utilize your personal vehicle for travel over 70 miles, the rate of reimbursement will be set monthly by the State. IT will update the cost effective sheet and the monthly reimbursement rate, therefore you will need to utilize the updated form each time rather than reusing older forms.
- For State-owned and State-leased vehicle, please see KDADS Procurement Officer for a gas card and a K-Tag, if necessary.

- Upon return to Central office, immediately return the gas card and K-Tag you have checked out to the KDADS Procurement Officer. There is a limited supply of these items; therefore they need to be returned as soon as possible.

Only KDADS employees are authorized to drive state-owned or state-leased vehicles. If you use a state-owned, state-leased vehicle or your personal vehicle for state business, you are responsible to abide by the applicable laws and regulations. You are also responsible for understanding the information in the Department of Administration Employee Travel Expense Reimbursement Handbook.

Employees are responsible for operating state-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal cellular phones while operating such vehicles and equipment.

State-owned Vehicle Operator's Manual: If you use a state-owned vehicle you must also be aware of the information contained in the vehicle's operator manual which is located in each state car.

Modifications and/or alterations to any state-owned vehicles are not permitted.

Reminders

- When a state vehicle is not available, mileage reimbursement for a privately owned vehicle shall be at the current privately owned vehicle rate.
- Upon approval of the Secretary, an employee may be reimbursed at the private vehicle mileage rate for certain situations, specifically, if the total mileage for the trip is 70 miles or less. Contact your supervisor for more information.
- The State's contracted rental agency is Hertz. If Hertz does not have a rental vehicle available, the employee will need to have a statement from Hertz stating as such. Upon approval from the employee's supervisor, employee may use Enterprise. If neither rental agency has a rental available, you must have a statement from both rental agencies stating as such, then you may utilize your personal vehicle at a different rate of reimbursement.

Reference: K.A.R. 1-16-1 et seq.; K.A.R. 1-17-1 et seq.; K.A.R. 1-18-1a; Department of Administration Employee Travel Expense Reimbursement Handbook