



# CONNECTICUT DEPARTMENT OF TRANSPORTATION

## **POLICY STATEMENT**

POLICY NO. F&A-36  
June 11, 2009

SUBJECT: Mileage Reimbursement Policy for Use of Personally-Owned Motor Vehicles  
on State Business

**Purpose:** The purpose of this policy is to set forth guidelines for reimbursing employees for their use of personally-owned motor vehicles on official State business, other than travel associated with a Travel Authorization (TA). This policy identifies the required documentation, the responsibilities of the employee and supervisor, and the retention rules for the source documentation. (*Note: Department guidelines for employee travel authorized under a TA are set forth in Policy No. F&A-25.*)

**Overview:** Reimbursement for use of an employee's personally-owned motor vehicle will be made in accordance with State Standard Travel Regulations (5-141c-1 to 5-141c-11) and/or the applicable collective bargaining agreements, and in compliance with Department of Administrative Services (DAS) General Letter No. 115, Policy for Motor Vehicles Used for State Business. As defined below, employees who use their personally-owned motor vehicle for official (non-TA related) State business must obtain prior approval from their supervisor and submit to him/her proof of insurance. If seeking reimbursement, a completed "Employee Voucher (Travel and Other)" Form PER-72 (CO-17XP) is required. The reimbursement amount calculated on the PER-72 Form shall also be entered on the employee's time sheet. The authorizing supervisor/time sheet approver must review the documentation and the time sheet entry for appropriateness and accuracy, sign the PER-72 Form, approve the time sheet, and ensure the original source documentation is retained in accordance with the State records retention schedule (*generally, three years or until audited, whichever comes later*) and applicable federal requirements.

**Required Document:** The official Department document for submitting mileage reimbursement requests is the PER-72 Form. The employee shall complete the PER-72 Form, documenting mileage on a daily basis, for submittal to his/her supervisor. The original document, signed in ink by the authorizing supervisor, shall be retained by the Unit/Division in accordance with the State records retention schedule and applicable federal requirements.

**Proof of Insurance:** All employees who are authorized to use their own motor vehicles, in the performance of their duties, must carry at least the minimum insurance coverage of:

- Third Party Liability - \$50,000/\$100,000
- Property Damage - \$5,000

\* If the applicable collective bargaining agreement provides for different levels of minimum insurance coverage, the collective bargaining agreement controls.

**Reimbursement Rate:** At the beginning of each calendar year, the General Services Administration of the federal government establishes the mileage reimbursement rate for use of personally-owned motor vehicles. The rate is communicated to State agencies via an Office of the State Comptroller (OSC) memorandum, and distributed to Department employees via an internal memorandum from the Bureau of Finance and Administration.

Reimbursement is not permitted for the following:

- Travel from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement;
- Any activity except official State business; or
- Participation in any activity in which an honorarium, stipend, monetary fee, or gift of any value is given to the employee involved.

**Vehicle Use Fee:** A vehicle use fee, where applicable, shall be paid in accordance with respective collective bargaining agreements and OSC travel procedures.

**Time Sheet Entry:** The reimbursable amount(s) for mileage as calculated on the PER-72 Form and vehicle use fees, where applicable, shall be entered on the employee's time sheet using the appropriate Time Reporting Code (TRC), and shall only be entered on days when the employee is utilizing a TRC reflecting working hours. Separate lines are required for charging to different projects or overhead accounts.

**Time Sheet Approval:** Prior to approving the mileage reimbursement lines on the time sheet, the supervisor/time sheet approver must review the request and verify the following:

- The use of the personally-owned motor vehicle was authorized by the appropriate supervisor and deemed advantageous to the State.
- A current proof of insurance document, as defined above, is on file.
- The PER-72 Form has been completed and mileage entered is accurate and not related to travel associated with a TA.
- The reimbursable amount on the PER-72 Form has been calculated using the authorized rate and the total is correct.
- Any request for a vehicle use fee is allowable under the appropriate collective bargaining agreement.
- A request has not been previously approved for the same time period.
- The time sheet entries are consistent with the PER-72 Form totals.
- Reimbursement lines are recorded only on days the employee actually worked.

**Retaining of Documents:** The original PER-72 Form, signed in ink by the authorizing supervisor, shall serve as the original source document supporting the time sheet entry requesting mileage reimbursement and vehicle use fee, if applicable. This document, along with the proof of insurance document, must be retained by the Unit/Division in accordance with the State records retention schedule and applicable federal requirements.

### **Summary of Responsibilities**

**Employee Responsibilities:** When requesting reimbursement for mileage incurred while using a personally-owned motor vehicle on official State business, the employee must:

1. Obtain prior approval from the authorizing supervisor to use his/her personally-owned motor vehicle for State business.
2. Ensure he/she is knowledgeable of, and compliant with, the “Responsibilities of Drivers” section of DAS General Letter No. 115.
3. Submit to his/her supervisor up-to-date proof of insurance, defined as a copy of the declarations page of his/her automobile insurance policy covering the motor vehicle to be used.
4. Complete the PER-72 Form, accurately documenting mileage and motor vehicle use fee, if applicable, on a daily basis, using separate lines for different projects or overhead accounts, and ensure that mileage related to TA travel is not included.
5. Submit the completed PER-72 Form to his/her supervisor for approval.
6. Enter on the time sheet (or provide to the timekeeper) the reimbursable amount(s) for the pay period, using the appropriate TRC, and with separate lines for different projects or overhead accounts. By this action, the employee attests that the amounts entered are true and correct in all aspects, and all appropriate documentation has been submitted accordingly.

Supervisor/Time Sheet Approver Responsibilities: When approving requests for mileage reimbursement, the supervisor/time sheet approver must:

1. Ensure that the use of the personally-owned motor vehicle has been authorized and deemed advantageous to the State.
2. Ensure that the documented mileage has been incurred on official State business, and does not include TA related travel.
3. Ensure that current proof of insurance documentation is on file.
4. Review the PER-72 Form for accuracy, ensuring that the daily mileage entered is correct, the reimbursable amount on the PER-72 Form has been calculated using the authorized rate, and the total amount is correct. Also, verify that any request for a vehicle use fee is allowable under the appropriate collective bargaining agreement.
5. Sign the PER-72 Form.
6. Ensure that a mileage reimbursement request has not been previously approved for the same time period.
7. Ensure that the time sheet entries are consistent with the PER-72 Form.
8. Approve the time sheet entries. Approval of the time sheet certifies that, to the best of the approver’s knowledge and belief, the amounts are correct in all respects and all appropriate documentation is on file.
9. Retain the signed PER-72 Form and proof of insurance in accordance with the State records retention schedule and applicable federal requirements.

---

Joseph F. Marie  
Commissioner