



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** 87-02-1
EFFECTIVE DATE: Existing Policy
EXPIRATION DATE: Indefinite
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SUBJECT: Private Vehicle Mileage
Compared to Common Carrier Fares

This memorandum supersedes the Department of Personnel Administration (DPA) Management Memorandum 86-35-1 and should be distributed to Accounting Officers.

When employees are on travel status at State expense, the mode of transportation for which the State incurs expenses shall be that which is in the best interest of the State. Determination of the best mode of transportation shall include consideration of rail, bus and commercial airline as well as State-owned or privately-owned vehicles and shall take into consideration the following:

- availability of public transportation
- direct expenses, e.g., cost of air fare, rail fare, bus fare, parking and mileage
- State time
- number of employees traveling to the same place at the same time
- needs of the State, e.g., the number of stops to be made and/or equipment to be transported
- weather conditions, e.g., fog, snow
- time allotted to complete the assignment
- availability of transportation at the point of destination

Employees may, with prior supervisory approval, use a private vehicle as an alternate mode of transportation and may claim 20.5 cents per mile (up to 30 cents per mile with certification), however, the maximum reimbursement is the cost that would have been incurred had the most economical mode of transportation been used. Both modes of transportation and related expenses must be shown on the expense claim and all amounts used for comparison must be itemized.

When a supervisor determines that the use of a private vehicle is the best mode of transportation, in lieu of a common carrier, employees may claim private vehicle mileage at 20.5 cents per mile up to 30 cents per mile, with certification.

DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum

To determine the most economical mode of transportation, supervisors shall include the following elements:

1. Fares:

Commercial Mode

Fares at the contract or tariff rate, i.e., bus, train or air

Alternate Mode

Mileage at 20.5 cents per mile (up to 30 cents per mile with certification)

2. Transportation to and from the common carrier by either:

- a. limousine, bus fare or taxi (if other transportation is not available); or
- b. appropriate private vehicle mileage at 20.5 cents up to 30 cents per mile and parking at the airport; or
- c. appropriate one-way vehicle mileage at 41 cents up to 60 cents per mile

Attached is an example of the comparison of costs for air fare and related expenses versus private vehicle mileage.

Employees who choose to travel during their normal workday by private vehicle when commercial airline flights are available and air travel has been determined to be the best mode of transportation, shall be charged vacation or compensating time off for the hours in excess of the time they would have been allowed had they used a commercial airline. An employee who uses his/her personal vehicle when a commercial airline is the best mode of transportation shall be allowed reimbursement for meal expenses they would have incurred had they used the commercial airline.

Employees with questions should contact their Accounting Offices. Accounting Officers with questions may call Diane Hachey or Jan Sale at (916) 324-0439, ATSS 454-0439.


Anne Bersinger, Chief
Personnel Management Division

Attachment

EXAMPLE

MODES OF TRANSPORTATION COMPARISON OF COSTS

The following is a comparison of costs to determine the best mode of transportation for an employee who lives 25 miles from Sacramento. The employee has been authorized to travel to San Diego and return to Sacramento.

<u>ELEMENTS</u>	<u>AIR</u>	<u>MILEAGE</u> <u>(1000 MILES x 20.5¢)</u>
FARES - ROUND TRIP	\$154.00	
TRANSPORTATION		
PRIVATE VEHICLE (50 mi x 41¢)	\$20.50	\$205.00
AIRPORTER	\$24.00	
COMPARISON OF TOTAL COSTS	<u>\$198.50</u>	<u>\$205.00</u>

The most economical mode of transportation would be by air and is the best mode of transportation because of the cost, travel time and distance to be traveled, therefore, the State would pay a maximum amount of \$198.50.