



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicular Travel Policy	AUTHORIZED BY: Michael N. Keathley Commissioner
POLICY : SP-12	PAGE: 1 of 3
ISSUED: April 24, 2006	REVISED:

I. Authority

Section 37.450, RSMo requires the Office of Administration to establish guidelines for determining the most cost effective and reasonable mode of travel for single trips from the following options: passenger rail, vehicle rental, state owned vehicles and reimbursement for personal vehicle use. Additionally, 1 CSR 10-11.010 State of Missouri Travel Regulations states "Travel may be accomplished by plane, train, bus, private or state-owned automobile, rented car or taxi, whichever method serves the requirements of the state most economically and advantageously."

II. General Statement

It is the policy of the State of Missouri for its employees to select the most cost effective travel method. This travel policy is not intended to supersede more restrictive policies adopted by state agencies. State agencies are expected to establish sufficient controls to ensure travel expenses are minimized to the fullest extent possible. Effective cost control is a management issue and this statewide policy does not take the place of essential management oversight.

III. Mileage Reimbursement

The Commissioner of Administration will periodically issue mileage reimbursement rates comprised of a standard rate and a state fleet rate. The standard mileage reimbursement rate is deemed to represent the total cost to own and operate a personal vehicle and is generally tied to the mileage reimbursement rate established by the Internal Revenue Service. The state fleet mileage reimbursement rate reflects the average cost of operating a mid-size sedan in the state vehicle fleet.

IV. Ground Travel Options

1. Employees must utilize the most cost effective travel option when traveling on state business. All relevant factors such as the: urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and other administrative costs should be considered when selecting the most cost effective travel option. In most circumstances, state vehicles or rental vehicles are more cost effective than personal mileage reimbursement; therefore, employees should avoid driving privately owned vehicles for official state business.



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POLICY : SP-12	PAGE: 2 of 3
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2. Employees traveling to the same destination should car-pool whenever possible. Employees who elect to travel using their personal vehicle when car-pooling is available shall be denied reimbursement if space is reasonably available in state owned or rental vehicle traveling to the same destination for the same purpose.
3. The *Trip Optimizer* assists state agencies in determining the most cost effective travel option for instate single trips. A single trip includes any number of trips taken by an individual during the same day. Agencies must utilize the *Trip Optimizer* or other equivalent method to calculate travel costs and ensure employees use the most cost effective travel option for each trip. The State Fleet Management Program maintains the *Trip Optimizer* at: <http://tripoptimizer.mo.gov/>.
4. Employees should drive state vehicles unless an exception applies as set forth in paragraph 6 below. When a state vehicle is available to the employee and the employee elects to drive a privately owned vehicle, the maximum reimbursement rate for an employee shall be limited to the established state fleet rate. When a state vehicle is not available, but a rental vehicle is reasonably available and is a lower cost option for the trip, the maximum mileage reimbursement for the employee shall not exceed the cost of the rental option, including the cost of fuel.
5. Agencies may establish savings thresholds whereby an employee may utilize the next lowest cost option without supervisory approval. Agency thresholds may vary depending on several factors including: proximity of state vehicles or rental vehicles and administrative expenses involved in making travel arrangements.
6. Notwithstanding paragraph 4 above, individuals who use privately owned vehicles for official state business may be reimbursed up to the standard mileage reimbursement rate when they are:
 - a. Members of boards, commissions, committees, advisory councils or other individuals who are not considered employees of the State of Missouri but who are otherwise eligible for mileage reimbursement;
 - b. Employees who otherwise would be traveling in a state vehicle when the total trip miles calculated on a daily basis are deemed low according to the State Vehicle Utilization Review section of the *Trip Optimizer* and where another employee could utilize the state vehicle to a greater extent;
 - c. Employees who have a documented physical condition that require them to operate vehicles equipped to accommodate their specific needs.



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POLICY TITLE: State Vehicular Travel Policy	AUTHORIZED BY: Michael N. Keathley Commissioner
POLICY : SP-12	PAGE: 3 of 3
ISSUED: April 24, 2006	REVISED:

7. Employees denied the use of a state vehicle due to their driving record may be reimbursed for use of a privately owned vehicle up to the state fleet rate.
8. Employees who operate their personal vehicle on state business must do so in compliance with the Motor Vehicle Financial Responsibility Law, Chapter 303, RSMo. Employees and/or their insurer may be held liable for damages resulting from an accident that occurs while operating their vehicle on state business. Agencies and employees may refer to the *Guide for Drivers on State Business* at: <http://oa.mo.gov/general-services/risk-management/liabilityauto-claims/drivers-guide> for more information.

V. Documentation and Approval

Agencies shall establish internal procedures that require appropriate documentation to support the travel decisions made by their agency and employees. Agencies shall specifically approve and justify any exceptions to this policy and retain the documentation as part of the related financial transaction. Agencies must utilize the *Trip Optimizer* or other equivalent method to document the lowest cost travel option and maximum personal mileage reimbursement allowed.