

Privately Owned Vehicle Expense Authorization Checklist

Employee Name: _____ Date Completed: _____

The named employee: _____ Is authorized _____ Is NOT authorized to operate a State vehicle.

If the employee is authorized, was authorization confirmed with the unit fleet coordinator? ___ Yes ___ No

If the employee is not authorized to drive a State vehicle is it because the employee:

- ___ Has not applied for authorization to operate a State vehicle?
- ___ Does not meet DBM driver eligibility requirements?
- ___ Has had authorization to drive a State vehicle suspended according to DBM procedure?

Is a State vehicle, that the employee is authorized to drive, available for use when needed?: ___ Yes ___ No

Approximately, how many miles will the vehicle travel on official business (excluding normal commute)?
(_____ miles X \$.56 = \$ _____ Mileage Expenses for use of a privately owned vehicle)

Does use of a pool vehicle (picking up and dropping off) result in overtime or compensatory time? ___ Yes ___ No

Is it practical to permit the employee a one way commute using a pool vehicle? ___ Yes ___ No

Do safety concerns exist if leaving a privately owned vehicle unattended while using a State vehicle? ___ Yes ___ No

Decision:

- ___ The employee may use a privately owned vehicle for the travel since it is determined to be the most practical and cost effective means of transportation and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate.
- ___ The employee may use a privately owned vehicle for the travel since it determined to be the most practical and cost effective means of transportation because reasonable efforts to use a pool vehicle resulted in a finding that a pool vehicle is not available when required for use and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate.
- ___ The employee is to use an available pool vehicle for the travel since it is determined to be the most practical and cost effective means of transportation and if the employee uses a privately owned vehicle, the employee shall only be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.
- ___ The employee is not authorized, in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles to drive a State vehicle, and the employee's use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.
- ___ The employee was previously authorized to drive a State vehicle, but that authorization is suspended in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles to drive a State vehicle, and the employee's use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.
- ___ The employee is permitted a one way commute in a pool vehicle since it is determined to be the most practical and cost effective use of the State vehicle and travel time.

Signature of Supervisor Completing Checklist

Signature of Employee

Date

Original Attached to Related Expense Report
Copy to Employee