



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services
State Operated Community Program Office
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DATE: February 24, 2009

TO: Laura Traeger, Program Administrator
Glenn Nealy, Program Manager
Anne Augsburger, Program Manager
Faye Anderson, Program Manager
Peggy Prather, Program Manager
Brad Heath, Clinical Service Manager
Jasmine Megowan, Behavioral Support Manager
Sandy Rowell, VOC/Day Service Manager
Linda Fiegi, Nursing Supervisor
Elaine Stauffer, Business Manager

FROM: Deanna Bathke, SOCP Director

SUBJECT: Use of State Vehicles vs. Private Vehicles

Re: DAS Statewide policy #107-009-040 III. (2)
Oregon Accounting Manual (OAM) Policy 40.10.00.PO.112.

Just a quick reminder that reimbursement for use of your personal vehicle will not be approved unless all resources have been exhausted (i.e., no vehicles at your group home or one nearby, and no vehicles are available at the motor pool). This applies to staff attending training in Salem or other areas. Please arrange for them to drive a state care or carpool with other staff attendees. The use of state vehicles is the most cost effective way to travel and most locations have a fleet of motor pool vehicles available.

DAS Statewide policy #107-009-040 III. (2)

Agencies are responsible for using the most cost-effective means of transportation for their employees. For most travel required, this is accomplished by using state vehicles assigned to agencies. Agencies should, to the maximum extent possible, use state -owned/operated vehicles that are either permanently assigned or available through the daily rental fleet.

cc: Terri Millsap, HR Manager
SOCP HR Staff
Fred Eldredge, Placement Service Manager

"Assisting People to Become Independent, Healthy and Safe"
An Equal Opportunity Employer

02/20/2009

RE: Private Vehicle Reimbursement Policy

ADMINISTRATIVE MEMO NUMBER: XX-XX

References: DAS Statewide policy #107-009-040 III. (2)
Oregon Accounting Manual (OAM) Policy 40.10.00.PO.112.

DAS Statewide policy #107-009-040 III. (2)

Agencies are responsible for using the most cost-effective means of transportation for their employees. For most travel required, this is accomplished by using state vehicles assigned to agencies. Agencies should, to the maximum extent possible, use state -owned/operated vehicles that are either permanently assigned or available through the daily rental fleet. If a state-owned/operated vehicle is not available, using the criteria below, agencies may authorize the use of and reimburse for private car mileage.

- a. Upon determination by the agency management that no suitable state-owned/operated vehicle is available for use, which may include considerations related to the duration, distance, route of the required travel, or work to be performed, agency management may authorize use of an employee's private vehicle for official state business travel.
- b. Prior to authorizing official state business travel in a private vehicle, the employee and manager shall sign a "Use of Personal Vehicle on State Business Form." Agencies may adopt procedures to implement this requirement on a one-time or recurring basis.
- c. Reimbursement for official state business conducted using a private vehicle is subject to requirements and limitations as set forth in Oregon Accounting Manual (OAM) Policy 40.10.00.PO.112.

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