



Subject: VCCS SSC Travel Policy - Personal Vehicle Use

The Shared Services Center has noticed a variety of interpretations applied to CAPP Topic 20335 - State Travel Regulations, December 2015, page 30, *Cost Benefit Analysis*, when using Chrome River. The CAPP manual states:

“When occasional travel is planned for distances up to 200 miles per day. This distance may vary for agency-owned or operated fleets. For overnight travel, consider the average daily mileage over the period the State vehicle would otherwise be needed.”

Each State agency has the authorization to adopt more restrictive policies and procedures than what is stated in the CAPP Manual. Shared Services Center (SSC) and System Office employees met in May 2017 to discuss the different interpretations and agreed upon the following interpretation.

“It is generally considered cost beneficial for a traveler to use a personal vehicle for up to 200 miles total. All overnight travel requires cost justification for using a personally owned vehicle in place of a state or Enterprise car. The cost benefit analysis must be reasonable in the judgement of the supervisor and the SSC staff responsible for compliance review.”

Below are two examples of the new interpretation:

1. Shared Services Center employee drives to Mountain Gateway Community College (38 miles one way) and drives back the same day. Total miles equal 76. The employee may drive his/her personal vehicle and receive the higher IRS mileage rate.
2. Shared Services Center employee drives to Southside Community College (150 miles one way) on a Monday and drives back on Thursday. Total miles equal 300. A cost justification for using a personal vehicle would need to be completed since the total number of miles driven is above 200.

If a car rental is cost beneficial and the employee chooses to drive his/her personal vehicle as a matter of convenience, the employee will be reimbursed at the lower IRS mileage rate.

This interpretation is effective **July 1, 2017**. If you have any questions, please feel free to contact the SSC Help Center at help@ssc.vccs.edu or 877-340-5577.