



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:

1382 (951) P

April 26, 2010

EMS Transmission: April 27, 2010  
Information Bulletin No. WY-2010-018

To: All Employees

From: State Director

Subject: Clarification of the Use of Privately-Owned Vehicles (POVs) for Government Travel

This Information Bulletin clarifies Wyoming FY 2010 policy regarding the use of POVs for Government travel. Every effort should be made to resolve travel questions before you begin your travel. Federal Travel Regulations Section 301-10.4 requires us to select the mode of travel most advantageous to the Government, when cost and other factors are considered. There are different rates for specific circumstances. The reimbursement rate for use of a POV depends upon the availability of a Government-Owned Vehicle (GOV). The rates prescribed are determined by the General Services Administration and as outlined by the National Operations Center Information Bulletin OC-2010-008. The current 2010 rates are as follows:

- \$.50 This rate is allowed when the use of a POV is advantageous to the Government-travel from home or duty station to commercial transportation facility.
- \$.285 When a common carrier is most advantageous to the Government and a GOV is not available; the POV cost cannot exceed the cost of the common carrier, including any additional per diem costs.
- \$.285 When a GOV is available and the employee elects to drive a POV, the allowable mileage reimbursement will not exceed the cost of common carrier travel, including additional per diem costs.
- \$.125 When a GOV is assigned directly to the employee.
- \$.165 Use of a POV during relocation (permanent change of station).
- \$.47 Use of a privately-owned motorcycle.

\$1.29 Use of a privately-owned aircraft.

These rates are normally updated in January of every calendar year and employees are responsible for staying informed of the annual rate changes. The high rate can be no higher than the rate the IRS allows. The mileage rates paid to employees reflect the cost of insurance, fuel, and normal vehicle wear and tear.

Under most circumstances, if a Government vehicle is available, employees only qualify for the lower rate of reimbursement. All use of a POV for official business must be approved by the supervisor prior to travel.

The attached information is provided to cover the most common questions that arise concerning the use of a privately owned vehicle versus a Government owned vehicle. It is difficult to articulate a policy that covers all circumstances. Other possible exceptions to this policy may be identified and must be discussed with your supervisor before travel.

Consult your supervisor before traveling if you have questions about your mode of transportation. If the situation is still unclear, please contact your local travel arranger with questions or for further clarification.

Signed by:  
Donald A. Simpson  
State Director

Authenticated by:  
Pamela D. Hernandez  
Wyoming Central Files

## **QUESTIONS AND ANSWERS Government Owned Vehicle (GOV) Privately owned Vehicle (POV)**

***Question 1: How will BLM WY select the method of transportation to be used?***

***Answer:*** The method that is most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of

transportation practicable and commensurate with the nature and purpose of your duties. In addition, we must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

**Question 2: If no Government vehicle is available, and I use my POV, at what rate will I be reimbursed?**

**Answer:** Prior to travel, you must inquire as to the availability of a GOV for the duration of the time of your temporary duty. If there is none available and you choose to use your POV, you will be reimbursed at the most current rate available. Document your GovTrip travel voucher that there was no GOV available.

**Question 3: May I be required to use my POV for Government purposes?**

**Answer:** No, the Government may not require you to use your personal vehicle while on Government business. Supervisory discretion may be used if the employee has not met Government licensing requirements. This is an exception, not the norm.

**Question 4: What expenses are reimbursable/allowable in addition to the mileage rates if I use my POV?**

**Answer:** Parking fees, ferry fees; bridge, road and tunnel fees, aircraft/airplane parking, aircraft/airplane landing and tie-down fees.

**Question 5: What expenses are non-reimbursable/non-allowable in addition to the mileage rates if I use my POV?**

**Answer:** Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, State and Federal taxes.

**Question 6: May I elect to use my POV in lieu of a GOV while on Government business?**

**Answer:** You may always request permission prior to traveling to use a POV in lieu of a GOV. Your request will be addressed by your supervisor. Some situations may require use of a GOV (the duty to which you are traveling requires a specific type of vehicle, e.g., engine for fire training). Although your request will most likely be approved, the most current mileage rates will dictate the amount you will be allowed to claim.

**Question 7: May I use a POV for Government work?**

**Answer:** If a POV is used for Government purposes, the employee must have personal insurance that covers the use of the POV. The Tort Claim procedure applicable to Federal vehicles does not apply to a privately-owned vehicle used for Government travel. In other words, the Government does not pay for private vehicle damage that occurs during official travel.

**Question 8: What if there is a Government vehicle going, but I still choose to take my own vehicle?**

**Answer:** Unless you are committed to using a Government automobile your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 28.5 cents per mile (FY 2010). Every effort must be made by the employee and the supervisor to consider all the factors and decide what is most advantageous to the Government.

**Question 9: What will I be reimbursed if I use a POV to transport other employees?**

**Answer:** Using a POV to transport other employees is strictly voluntary. If you are authorized to use your POV, you may be reimbursed as determined and approved by your supervisor.

**Question 10: What if I ask my spouse to drive me to the airport instead of taking a GOV or my POV and paying parking; may I collect mileage for two round trips of my POV?**

**Answer:** You may always request permission prior to traveling. Before requesting this option, do the math to make sure it is the most advantageous method.

**Question 11: Do I need to have a Government driver license or authorization to drive a GOV or use my POV for Government purposes?**

**Answer:** You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a GOV.

**Question 12: What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official duty station?**

**Answer:** You may be reimbursed your parking fee as an allowable transportation expense not to exceed the cost of taxi/shuttle fare to/from the terminal.

**Question 13: What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?**

**Answer:** You will be reimbursed on a mileage basis plus per diem, not to exceed the total cost of the authorized method of common carrier transportation plus per diem. You and your supervisor must determine the constructive cost of transportation and per diem by completing a comparison of costs. The FY 2010 reimbursement rate is \$.285.

**Question 14: What will I be reimbursed if authorized to use a POV instead of a taxi between my residence and office to a common carrier terminal, or from my residence directly to a common carrier terminal on travel requiring an overnight stay?**

**Answer:** If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

**Question 15: What is an ASSIGNED VEHICLE?**

**Answer:** Many employees have a Government vehicle assigned to them (formally or informally) and it is not readily available for use by other Government employees. The questions to ask yourself as you determine which mileage reimbursement rate you would qualify for are: (1) Do I sign out for this vehicle? If not, it is probably assigned to me; and (2) Do others request permission of me to use this vehicle? If so, it is probably assigned to me. If you still elect to use your private vehicle, you will normally be reimbursed at the \$.125 rate per mile.

**Question 16: What is considered an EXCEPTION?**

**Answer:** There are times when an exception to the WY POV policy may be acceptable. Example: If you are traveling to a 1-day training, and the training site is closer to your residence than your official duty station, you may be authorized the higher rate, since it is more advantageous for the Government to pay this mileage than for you to travel to and from your official duty station to pick up the vehicle. You may request the domiciling of a government vehicle in these circumstances.

