

WILLISTON STATE COLLEGE

PERSONAL VEHICLE USE PROCEDURE

State law provides that a state employee, when required to travel by motor vehicle in the performance of official duty, shall use a state-owned vehicle whenever possible. When an employee drives a state fleet vehicle, the state's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the state would have primary responsibility. Because of the law and insurance provisions, Williston State College strongly recommends the use of state fleet vehicles for employees who are required to travel by automobile in the performance of official business.

If an employee is authorized to use a personal vehicle when a motor pool vehicle is available, reimbursement will be made at the rate per mile that is \$.05 less than the rate WSC is charged for use of a state-owned sedan/wagon vehicle for each mile actually and necessarily traveled in the performance of official duty. The authorization to use a personal vehicle is documented by supervisor's signature on the travel reimbursement form. If an employee must drive a personal vehicle because no state fleet vehicle is available, reimbursement will be made at the allowed state rate. To receive the higher mileage rate an employee must receive in writing a statement saying that a state vehicle is not available during the time period requested and must attach their statement to their travel request voucher. This statement should come from a Williston State employee who has the responsibility for making state fleet vehicle reservations.

If WSC receives reimbursement from an outside agency/company (such as a TrainND customer or SBDC) at a rate equal to or higher than the allowed state rate, the employee will receive reimbursement at the allowed state rate.

Reimbursement for use of personal vehicles outside of the state will be reimbursed the same as within the state to a geographic point 300 miles from the North Dakota border and at \$.18 per mile for each mile beyond 300 miles from the border.