Privately-Owned Motor Vehicles

**USE**

Normally, the use of a privately-owned motor vehicle is based upon University-related requirements rather than the personal preference or convenience of the traveler. (Washington State Department of Enterprise Services (DES), Enterprise-Wide Transportation Policy 12.20.50)

A WSU traveler may use a privately-owned motor vehicle for official University travel when:

- A Motor Pool vehicle is not available, or
- It is more advantageous or economical to the University to use a privately-owned vehicle than a Motor Pool vehicle as determined by the approving administrator.

**NOTE:** When transportation on a scheduled airline is available, tourist-class air fare is the maximum amount which is reimbursed regardless of the mode of transportation actually used. See also *BPPM 95.07*.

**REQUIREMENTS FOR DRIVERS**

See *SPPM 7.10*.

**ACCIDENT REPORTING**

See *SPPM 7.20*.

**REIMBURSEMENT**

All claims for personal vehicle mileage are for travel that is both **critical and necessary** for University business. (*SAAM 10.50.25.b*)

Complete a Travel Expense Voucher to obtain reimbursement for mileage expense (see *BPPM 95.20*). See *BPPM 95.19* for the current private motor vehicle mileage rate.

**Figuring Mileage**

Departments may use maps, highway guides, or actual odometer readings to determine mileage.

**Maps and Guides**

To figure in-state mileage, use the highway mileage chart on the Washington State Department of Transportation's Mileage Chart website, at:

http://www.wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm

Use standard highway mileage guides for out-of-state mileage. If maps or guides are used to determine point-to-point mileage, vicinity miles as determined by odometer readings must be shown on the Travel Expense Voucher as a separate figure for each day's travel.
Privately-Owned Motor Vehicles

Odometer Readings

Departments may elect to reimburse either in-state or out-of-state mileage, or both, on the basis of actual odometer readings. Enter the total daily mileage under the **Point-to-Point** column on the Travel Expense Voucher. Indicate under **Travel Details** that the mileage is based upon odometer readings.