

## Privately-Owned Motor Vehicles

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### 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 (DES Policy BR.01.01))

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 an Expense Report in Workday to obtain reimbursement for mileage expense. (See *BPPM 95.20* and the Workday Create Expense Report reference guide.) 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:

[wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm](https://wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm)

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### Maps and Guides (cont.)

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 Expense Report in Workday as a separate figure for each day's travel.

### 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 on the Expense Report in Workday, as directed. (See *BPPM 95.20* and the Workday Create Expense Report reference guide for instructions.) Indicate that the mileage is based upon odometer readings.