



# COMMONWEALTH of VIRGINIA

## *Department of General Services*

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Director

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### **MEMORANDUM**

**To:** Heads of State Agencies and Institutions

**From:** Jim Roberts

**Re:** Personal & Fleet Vehicle Mileage

One of the recommendations of a recent JLARC study of the state Centralized Fleet was that DGS, the Department of Accounts (DOA), and each state agency and institution should annually review employee mileage reimbursement to identify any individuals whose annual personal vehicle mileage may warrant the use or permanent assignment of a state-owned vehicle. The Governor's Executive Order Number 20 (2002), State Travel Policies (Volume I, Topic 20335) and Fleet Management's Rules and Regulations all address the need to assure that your employees are provided the most economical means of travel to carry out assigned duties.

For the past several years we have been providing you a summary of the total reimbursement paid by each agency and institution for personal vehicle mileage, along with a matrix that might assist you in determining the cost differential between assigning state vehicles and personal mileage reimbursement.

Last week we provided this information again for the first half of FY-04 to each agency and institution Transportation Officer. The listing included expenditures for individual employees within your agency or institution, as applicable. You may want to assure that this information was received and that proper actions are being taken where indicated. Our staff will be happy to assist you in interpreting any of this information, and/or to assign you additional vehicles if warranted.