

Josh Dobson  
Commissioner



Jennifer Stackpole, CFO  
Financial Services Division

**TRANSPORTATION BY PERSONAL VEHICLE**  
**Use and Mileage Reimbursement Acknowledgement**

I, \_\_\_\_\_ (Print Name) am requesting as of \_\_\_\_\_ (insert date) that I be allowed to drive my personal vehicle at all times when conducting official State business for the NC Department of Labor. I acknowledge that I have chosen to not drive a NC Department of Administration Motor Fleet Management vehicle or a rental vehicle paid for by State funds. **I understand and acknowledge the following:**

- I am personally responsible to obtain automobile liability insurance for bodily injury and property damage for my personal vehicle that I have chosen to drive for official State business.
- Neither the NC Department of Labor nor the State of North Carolina will reimburse me for any personal automobile insurance.
- The State of North Carolina’s automobile insurance will not reimburse me or other individuals for deductibles under my private insurance.
- It is my responsibility to report to my automobile insurance carrier that I use my personal vehicle for business on behalf of the NC Department of Labor.
- If I am involved in an accident while using my personal vehicle for official State business, my personal automobile liability coverage is considered the primary coverage.
- Any claims occurring while performing business for the NC Department of Labor involving liability, comprehensive or collision should be reported to my insurance carrier. Claims will be settled between my insurance carrier and me. The State of North Carolina’s insurance will only be involved for excess coverage.
- I forfeit any rights to assert a claim against the NC Department of Labor or the State of North Carolina for any damages to my vehicle or any damages caused by me or my vehicle while I am conducting official State business for the NC Department of Labor.
- I have read and understand the NC Office of State Budget and Management (OSBM) Policy Section 5 Transportation by Personal Vehicle (*which is incorporated herein by reference*), NC OSBM Travel Policies Section 5, as it relates to the reimbursement rate for the use of a State employee’s personal vehicle.
- I have been apprised of all applicable information related to the maximum mileage reimbursement to be allowed for a State of North Carolina employee to be driving his/her personal vehicle for official state business in lieu of either a Motor Fleet Management vehicle or a rental vehicle paid for by State funds.
- I acknowledge that the mileage rate at which I will be reimbursed for the use of my personal vehicle will be the current Motor Fleet Management reimbursement rate, and not the rate established by the Internal Revenue Service for business standard mileage. I understand that by driving my personal vehicle when other options are available, I will receive a lesser per mile reimbursement rate.

The original of this signed agreement will be maintained by the Financial Services Division and a copy will be maintained in the employee’s personnel file in the Human Resources Division.

By my signature below, I acknowledge that I have read and acknowledge the above and that I accept the lesser rate for use of my personal vehicle when conducting official state business for the NC Department of Labor.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bureau Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

OFFICE OF STATE BUDGET AND MANAGEMENT  
STATE OF NORTH CAROLINA BUDGET MANUAL  
Effective Date April 1, 2021

---

### **5.0.1 Travel Policies**

The policies in this section provide uniform guidance to state agencies, universities, and component units (hereafter, “agencies”) regarding allowable expenses and reimbursements for travel on official state business. The travel rates and reimbursement amounts found in this chapter generally represent minimum standards. **Agencies are encouraged to develop internal policies and procedures specific to their operational needs and circumstances.** Internal travel policies should be comprehensively reviewed and updated on a periodic basis, consistent with this chapter. Agency management is responsible for implementing a system of controls to ensure proper oversight, compliance, and accountability with travel policies.

### **5.2.13 Transportation by Personal Vehicle**

It is the intent of the State that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the State. Agency heads should establish internal policies regarding passenger vehicle transportation and mileage reimbursement for in-state and out-of-state travel, including day and overnight trips. **Agencies are encouraged to establish policies that promote efficient travel, such as ride-sharing.** Agencies should maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the Department of Administration) whenever possible. When state-owned resources are not available, travelers may procure vehicles through the State’s term contracts or use personal vehicles, in accordance with agency policies. If a state employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure—whichever is closer to the destination—to the destination (and return). In accordance with the agency’s policies, a state employee shall be reimbursed at a rate that does not exceed the business standard mileage rate set by the Internal Revenue Service when using their personal vehicle for state business.

---

NORTH CAROLINA DEPARTMENT OF LABOR  
TRAVEL POLICY AND PROCEDURE  
Effective Date July 1, 2021

---

### **5.1.26 Transportation by Personal Vehicle**

It is the intent of NCDOL that employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the State. With regard to passenger vehicle travel, whether in-or out-of-state, agency travel policies shall:

- Maximize utilization of state-owned vehicles (*agency-owned or agency-assigned vehicles owned by the Department of Administration*).
- Make use of State term contracts for short-term rentals from the State Term Contract 975B Vehicle Rental Services. NCDOL has account NC53DOL established with Enterprise for vehicle rentals and the associated billing account is 17044890.
- Reimburse for use of personal vehicles on a limited basis in situations when the use of state-owned vehicles or state term contract rental vehicles are not readily available.

The Commissioner of Labor encourages NCDOL management to establish internal policies that promote efficient travel, such as ride-sharing. When state-owned resources are not available, NCDOL may procure vehicles through the State’s term contracts or reimburse use of personal vehicles; or if an employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (*and return*).

An employee shall be reimbursed the business standard mileage rate set by the Internal Revenue Service when using their personal vehicle for NCDOL business. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. Fines for traffic and parking violations are the responsibility of the employee. Internal NCDOL exceptions to this policy can be granted by the Commissioner of Labor, or their designees, if NCDOL management has a unique and clearly documented business need that is not directly addressed by the OSBM budget policy. These exceptions are public records and shall be made available upon request by OSBM staff, auditors or interested third parties.

**NCDOL Special Note:** If staff chooses to use a personal vehicle when state-owned resources are not available, then actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (*and return*). **Employees choosing to drive a personal vehicle on a permanent basis shall be reimbursed at the Motor Fleet Management (MFM) rate of 33 cents per mile. If an employee elects to use a personal vehicle on a permanent basis, the ‘Transportation by Personal Vehicle – Use and Mileage Reimbursement Acknowledgment’ request form must be completed and approved by NCDOL management.**

---

**MOTOR FLEET MANAGEMENT**  
**NC DEPARTMENT OF ADMINISTRATION**  
**Effective Date January 1, 2017**

---

**V. FLEET OPERATIONS AND SERVICES**

**A. LIABILITY INSURANCE**

Liability insurance is provided for all MFM-owned vehicles only. The coverage is in the amount of \$1 million bodily injury/property damage per person and up to \$10 million bodily injury/property damage aggregate amount per accident. Workers’ compensation protection and/or state-provided insurance should cover medical expenses incurred by any state employee while operating a state-owned vehicle and conducting official state business. MFM does not carry medical payment insurance through the state insurance provider.

**Initial Form Effective July 16, 2018**  
**Revision Effective November 1, 2019**  
**Revision Effective April 1, 2021**