DAVE FREUDENTHAL
GOVERNOR

THE STATE OF WYOMING

STATE CAPITOL
CHEYENNE, WY 82002

Office of the Governor

STATE OF WYOMING
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER

Order 2007-1

PRIVATE VEHICLE USE REIMBURSEMENT

WHEREAS, state employees may be required to travel by motor vehicle for the benefit of the State in the course of their employment; and

WHEREAS, the State encourages employees to use either Motor Pool or agency vehicles; it is, however, recognized that on occasion, an employee may request approval to use a private vehicle instead of a state vehicle for travel on state business; and

WHEREAS, W.S. 9-3-103(a)(iii) provides as follows:

> "If private vehicle transportation is used, reimbursement shall be as determined by the governor of the state and by the governing body for any other entity, based on a mileage allowance not to exceed the maximum nontaxable rates allowed by the internal revenue service at the time of travel."; and

WHEREAS, travel expenses charged to the State, regardless of the funding source, shall be for the benefit of the State and completed using the most economical means available which will satisfactorily accomplish the State's business; and

WHEREAS, agency directors have not previously had the authority to approve private vehicle use reimbursement at a rate other than the maximum nontaxable rates allowed by the internal revenue service.

NOW, THEREFORE, pursuant to the authority vested in me in accordance with Wyoming Statute 9-3-103(a) and the Constitution of the State of Wyoming, I, Dave Freudenthal, Governor of the State of Wyoming, do hereby issue this Executive Order to authorize state agencies to reimburse state employees for private vehicle use as follows:

(1) When an employee is required to us a private vehicle for state business because no motor pool or agency vehicle is available or because it is in the State's best interest that a private vehicle be used, reimbursement shall be at the applicable maximum nontaxable rate allowed by the Internal Revenue Service at the time of travel (currently 48.5 cents per mile).

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(2) When an agency director or his designee approves an employee's request to use a private vehicle for state business for reasons unrelated to state business, reimbursement shall be made at the U.S. General Services Administration Privately Owned Vehicle Reimbursement Rate that is applicable if a government (federal) owned vehicle is available (currently 28.5 cents per mile).

The Executive Order is effective for travel commenced after January 15, 2007.

Given under my hand and the Executive Seal of the State of Wyoming this 5th day of January, 2007.

Dave Freudenthal
Governor