



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.8	EFFECTIVE DATE: 05/30/1997
TITLE: Overnight Pool Car Use	REVISION DATE: 01/02/2018
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department of Administration (DOA) has indicated that Pool Vehicles may not be used for non-business mileage. Commuting is an example of such use. If an employee needs to take a Pool Vehicle to his/her home overnight or on a weekend, when the central fleet office is not open for business, they must complete the reservation process on the [Enterprise Fleet Management System portal](#).

POLICY

All drivers must have a signed Vehicle Use Agreement, DOA-3103, on file with the DHS (Department of Health Services) Fleet Manager to operate a state-owned vehicle.

The Fleet Driver and Management Policies and Procedures state the following: Per Section 1.21 (work shared vehicles), if a work shared vehicle is taken home more than once a month, the employee is required to reimburse the state for personal miles traveled. See Section 12 – Travel 1.0 (Travel and Lodging Provisions) for reimbursement rate.

FORMS

[Enterprise Fleet Management System Portal Fleet Web Reservation System Vehicle Use Agreement, DOA-3103](#)

REFERENCES

[DHS APP Section 12 – Travel 1.0 \(Travel and Lodgings Provisions\) Fleet Driver and Management Policies and Procedures, Section 1.21](#)

CONTACTS

[DHS Fleet Manager, Bureau of Communications, Facilities and Operations](#)
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