

2.1 VEHICLE TRANSPORTATION

- * Agency Vehicle: Preferred 1st choice if an option
- * Motor Pool: Agency Director's decision. Cost comparison based on individual trip. Not to be parked at airports.
- * Personal Car: Agency Director's decision.
 - Explanations:
 - * No access to Motor Pool Agency Car (River Region Area)
 - * 3rd Party Pays
 - * Federal or 3rd Party won't reimburse State for Motor Pool/ Agency Car Gas
 - * POV Cost comparable to other options
 - * Carpooling with other employees
 - * Personal Preference

**** MANUAL REQUIRED:**

- * If Manual Form Requires a Mileage Map (Preferably Google Maps)
- * If use of Rental Car (see below STEP 3; M.1)
- * If meet-up to carpool & split time as a driver & passenger.
(ONLY applicable if requesting personal vehicle mileage reimbursement.)