

		Department of Administrative Services Central Procurement and Fleet Services Enterprise			
		Title/Subject: Fleet Services Private Vehicle Use			
		Applies to: All Executive Branch Employees, Non-Employees Representing the State	Effective Date: 6/30/2022 Revised Date: 6/1/2025 End Date:		
X	Policy		Approved by: Director Adam Steen	Policy #	650.150
X	Procedure		# of Pages: 2	Procedure #	650.150
	Other	Instruction:			
Legal Authority: IC 8A.363 , IC 801.4					

I. Purpose

- A. The purpose of this policy is to advise agencies of the requirement to calculate the most economical possible transportation method for performing state duties.

II. Policy

- A. To ensure the most economical travel for State business, employees of the State of Iowa must utilize State-owned vehicles or commercial vehicle rentals—whichever is deemed more cost-effective—instead of personally owned vehicles. Use of a personal vehicle is permitted only when approved and when it is demonstrably the most economical or practical option.

III. Procedure

A. Guidelines

1. Private Vehicle Use and Reimbursement
 - a) Use of a privately owned motor vehicle for State business must be approved by the Director of the Department of Administrative Services (DAS) or the Director’s designee.
 - b) Employees authorized to use personal vehicles for official duties will be reimbursed at a rate set annually by DAS.
 - (1) **Standard rate:** \$0.50 per business mile (effective July 2022).
 - (2) **Annual Mileage Ceiling:** 14,000 miles per fiscal year (July 1-June 30). Prohibited – Rate for State Business (Iowa Code [8A.363](#)):
 - (3) Agencies should promote vehicle sharing and maximize use of assigned State vehicles to reduce reliance on personal vehicle mileage reimbursement.
2. Mileage Rate Exceptions
 - a) The DAS Director or designee may authorize reimbursement above the annual mileage ceiling for:

- (1) Substantially modified or specially equipped personal vehicles required for State business.
 - (2) Peace officers, as defined in Iowa Code [801.4](#), are required to use personal vehicles in official duties.
 - (3) Exceeding the annual mileage ceiling if justification is provided.
 - (4) If an employee has been assigned a State vehicle and the vehicle is unavailable.
3. Statutory Exemptions from Iowa Code Iowa Code [8A.363](#) do not apply to any of the following:
 - a) Officials and employees whose mileage is paid by entities other than a State agency.
 - b) Elected officers of the State.
 - c) Judicial officers or court employees.
 - d) Members and employees of the General Assembly (who are governed by policies relating to motor vehicle travel).
 4. Volunteers and Members of Boards and Commissions
 - a) Members of boards, commissions, or the public volunteering their services to the State of Iowa may receive the \$0.50 per mile rate for private vehicle use in conducting official business up to the maximum of 14,000 miles per fiscal year, beginning July 1 of each year (SAE Policy [210.130](#)).

B. Communication

1. This Policy is available on the DAS Fleet Services website.
2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.