

VRIS UPDATE

**State Car Policy
September 1, 2015
Number 427**

SUMMARY OF UPDATES

The VR State Car Policy has been updated to reflect the change to NDE's Administrative Memorandum #205, Employee Expense Reimbursement. Employees using their personal vehicle will be reimbursed at the standard IRS rate.

This does not change the requirement that leased car must be taken if available. If a leased car is available and a staff member chooses to use his or her own car, there will still be no mileage reimbursement.

VRIS POSTING

Program Manual – Administrative Chapters – Personnel – Travel – State Car Policy

FORMS REVISED

None

QE2 UPDATE

Expense Reimbursement has been updated so all personal vehicle mileage is paid at the current IRS rate.

MONITORING REQUIREMENTS

None

TEAM COMMUNICATION

Please discuss the revised policy at the next team meetings. Make sure the use of leased cars first is understood.

LEADERSHIP CONTACT

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