



Office of the Governor

**STATE OF WYOMING
EXECUTIVE DEPARTMENT
EXECUTIVE ORDER**

Order 2013-1

(Replaces Executive Order 2008-1)

Private Vehicle Use Reimbursement

WHEREAS, Executive Order 2008-1 requires modification, and should be rescinded and replaced; and

WHEREAS, the State encourages employees to use either Motor Pool or agency vehicles for official travel; and

WHEREAS, it is recognized that there are times when an employee's personal vehicle must be used because no Motor Pool or agency vehicle is available or it is otherwise in the State's best interest; and

WHEREAS, there are other times when an employee wishes to use the employee's personal vehicle for convenience, or other reasons in the employee's discretion; 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 of 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, the Governor has established periodically through a memorandum to elected officials and agency directors the differential for mileage payments for personal vehicle use, with an increased rate paid when an employee must use a personal vehicle and a lower rate paid when an employee chooses to use a personal vehicle; and

WHEREAS, Internal Revenue Service rules change payable rates periodically, depending on prevailing gasoline prices; and

WHEREAS, the Governor generally approves rates that follow federal rate increases, and as Chief Budget Officer of the State, makes decisions when federal rates change, taking into account the amount of change, and the condition of the Wyoming budget.

NOW THEREFORE, I, MATTHEW H. MEAD, Governor of the State of Wyoming, hereby order that:

1. Executive Order 2008-1, effective April 1, 2008, is rescinded.
2. When an employee is required to use a private vehicle for state business because no Motor Pool or agency vehicle is available, or because it is otherwise in the State's best interest that the private vehicle be used, as determined by the agency director, or his designee, reimbursement may be at a rate up to the maximum nontaxable rate allowed by the Internal Revenue Service as determined periodically by the Governor.
3. When an agency director, or his designee, approves an employee's request to use a private vehicle for state business, and the reasons are for the convenience of the employee, reimbursement may be at a rate up to the maximum nontaxable rate allowed by the Internal Revenue Service as determined periodically by the Governor.
4. When the agency director, or his designee, signs a travel voucher approving a specified rate of reimbursement for private vehicle usage, it shall be presumed that the agency director has made the appropriate determination pursuant to this Executive Order and no further written explanation is required.
5. When the Federal mileage rates are expected to change, the State Auditor is respectfully requested to notify the Governor of the new rates and the expected effective date in advance of the change whenever possible. The Governor will determine whether or not to establish new State rates, pursuant to W.S. § 9-3-103(a). If new rates are established, the Governor will determine an effective date and will issue a memorandum reflecting any changes to elected officials and agency directors.

This Executive Order is effective January 31, 2013.

Given under my hand and the Executive Seal of the State of Wyoming this 23 day of January, 2013.




Matthew H. Mead
Governor