

**North Carolina Department of Labor  
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 11J

**Subject:** Vehicle Usage and Mileage Reimbursement

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for vehicle usage and mileage reimbursement.
- B. **Background.** To maximize the division's travel funds in order to conduct mandatory activity, and to comply with the Office of State Budget Management (OSBM) guidelines, prudent budget policies must be established.

**C. Procedure.**

1. The use of state vehicles or state contract rental cars for employee travel is recommended in order to make best use of travel funds allocated to our division.
  - However, the North Carolina Department of Labor (NCDOL) will reimburse all transportation by personal vehicle for state business at the IRS rate of \$0.585 per mile, whether a state issued vehicle is available, or not available.
2. Teleworkers required to report to their assigned field office per contract agreement, will not be reimbursed for mileage on their assigned day in the office. Teleworkers called into the office by management on a non-required office day (for a meeting, etc.) will be reimbursed at the rate of \$0.33 per mile.
3. If an employee is determined by Motor Fleet Management (MFM) and/or NCDOL to be ineligible to drive a state vehicle, the employee will be reimbursed \$0.33 per mile for using their personal vehicle for work-related purposes.
4. Employees choosing to drive a personal vehicle on a permanent basis shall be reimbursed at the MFM rate of \$0.33 cents per mile. If an employee elects to use a personal vehicle on a permanent basis, the '*Transportation by Personal Vehicle – Use and Mileage Reimbursement Acknowledgment*' request form must be completed and approved by NCDOL management.
5. NCDOL travel reimbursement forms must be completed and submitted for travel reimbursement associated with the use of a personal vehicle. It is the responsibility of each supervisor to ensure that employees adhere to policies of the financial services division.
6. In an effort to maximize the division's travel funds, employees are encouraged to car pool with coworkers. A car-pooling arrangement will be most feasible for meetings and training events in which employees from district offices must travel to a designated location.

D. **Expiration.** APN 11I is canceled. This APN is effective on the date of the signature. It will remain in effect until revised or canceled by the director.

Tammy Higgins  
Tammy Higgins  
Administrative Officer II

Kevin Beauregard  
Kevin Beauregard  
Director

1/13/2022  
Date of Signature