

CARS (Car Availability Rationalization System)

Purpose: To help employees and departments determine (1) whether to use a privately-owned vehicle (POV) or State Vehicle (*absent other extenuating circumstances*), and (2) if a POV is used, which mileage reimbursement rate to claim on the Expense Report.



→ Refer to the Agency of Administration's [Bulletin 3.4: Employee Travel & Expense Policy](#) and the Department of Buildings & General Services' [Fleet Management Services](#) for additional guidance.

1. Department vehicle is reasonably available.

- a. YES.....Use Department Vehicle
- b. NO.....Go to Step #2

2. Round-trip travel is less than 80 miles.

- a. YES.....Use POV at Full GSA Rate
- b. NO.....Go to Step #3 **or** Use POV at Reduced GSA Rate

3. There is a FMS Motor Pool or Rental Vehicle pick-up location reasonably available.

- a. YES.....Go to Step #4 **or** Use POV at Reduced GSA Rate
- b. NO.....Use POV at Full GSA Rate

4. Per the FMS Trip Calculator the most cost-effective option of travel is:

- a. Mileage Reimbursement.....Use POV at Full GSA Rate
- b. FMS Motor Pool.....Go to Step #5
- c. Rental Vehicle (statewide contract).....Go to Step #8

5. There is a FMS Motor Pool Vehicle pick-up location reasonably available.

- a. YES.....Go to Step #6 **or** Use POV at Reduced GSA Rate
- b. NO.....Follow the instructions from Step #4 for the next most cost-effective option

6. Make reservation for FMS Vehicle.

- a. FMS Vehicle is available.....Use FMS Vehicle
- b. FMS Vehicle is not available.....Go to Step #7

7. The next most cost-effective option per the FMS Trip Calculator is:

- a. Mileage Reimbursement.....Use POV at Full GSA Rate and provide FMS "Notice of Regret" with Expense Report
- b. Rental Vehicle.....Go to Step #8

8. There is a Rental Vehicle pick-up location reasonably available.

- a. YES.....Go to Step #9 **or** Use POV at Reduced GSA Rate
- b. NO.....Follow the instructions from Step #4 for the next most cost-effective option

9. Make reservation for Rental Vehicle.

- a. Rental Vehicle is available.....Use Rental Vehicle
- b. Rental Vehicle is not available.....Follow the instructions from Step #4 for the next most cost-effective option