

BOARD OF PUBLIC WORKS
SECRETARY'S
ACTION AGENDA
July 16, 2025



SUPPLEMENTAL

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20. BOARD OF PUBLIC WORKS
Standard Travel Regulations
COMAR 23.02.01

Recommendation: The Department of Budget and Management recommends that the Board of Public Works approve the application of the reimbursement rate as referenced in COMAR 23.02.01.03 Section D.

Authority: Section 10-203, State Finance and Procurement Article,
Annotated Code of Maryland.

Proposal: The Department of Budget and Management proposes updates to the State Fleet Management Manual to support the continued right-sizing of Maryland's fleet.

Current policy:

- An authorized driver who chooses to use a privately owned vehicle for official business when a State vehicle is available shall be reimbursed at one-half the ordinary standard rate for the use of privately owned vehicle. If no vehicle is available, the authorized driver is reimbursed at the (full) ordinary standard rate for the use of a privately owned vehicle.

Updated policy:

- An authorized driver who chooses to use a privately owned vehicle for official business when a State vehicle is available shall be reimbursed at the (full) ordinary standard rate for the use of privately owned vehicle up to 650 miles per month. Reimbursement for mileage in excess of 650 miles per month shall be reimbursed at one-half the ordinary standard rate for the use of a privately owned vehicle. If no vehicle is available, the authorized driver is reimbursed at the (full) ordinary standard rate for the use of a privately owned vehicle.

Remarks: The Department of Budget and Management proposes an update to the State Fleet Management Manual to support the continued right-sizing of Maryland's fleet. An analysis by the State's Government Modernization Initiative consultant has determined that the average annualized breakeven point for State fleet vehicles is 7,800 miles (650 miles per month). Below this threshold it is more cost-effective for the State to reimburse travel at the full mileage rate rather than incur the cumulative costs of vehicle operations, maintenance, insurance, and depreciation. The proposed changes will allow for reimbursable mileage at the full reimbursement rate in cases employees use their personal vehicle to conduct state business, up to a mileage cap of 650 miles per month. These updates are intended to ensure flexibility in travel options for state employees while maintaining fiscal responsibility and operational efficiency.

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION