

June 21, 2012 Meeting on Ground Travel

Notes/Discussion

- Kicking off the meeting was Department of General Services (DGS) Secretary Phillips and Chief Accounting Officer Anna Maria Kiehl. Serving as co-presenters were Stacey Jo Withers from Commonwealth Travel Operations (COTO), and Steve Weidner, Director of DGS' Bureau of Vehicle Management.
- This meeting is a combined meeting of the Travel Super Users Group (TSUG) and Agency Automotive Officers. The intent is to empower the TSUG members and Automotive Officers to work together within each agency to serve as the 'travel experts' and to assist travelers in making ground travel decisions as well as to better manage Commonwealth fleets. Travelers should be advised, effective immediately, to contact their agency TSUG members and/or Automotive Officer for travel related inquiries prior to contacting DGS or BCPO (COTO or Travel Audits).
- Steve noted that in calendar year 2011 the amount of personal mileage reimbursements totaled \$17 million. This, combined with the Governor's focus on the Commonwealth fleet resulted with every fleet of vehicles in the Commonwealth being audited. As of June 2011, there were approximately 62 state owned vehicles (assigned to individuals) with only commute miles. This has now been dropped down to 10 vehicles. The entire DGS fleet has been reduced by 1,400 vehicles over the last six months, resulting in a savings of \$1.5 million in maintenance, and \$1.54 million in fuel savings. Steve noted that the current requirement for agency fleet vehicles is that they must be used 6,000 business miles over a six month period of time, or 80% of the business days. Each six months in December and June, the Commonwealth fleet usage is reviewed. If the above criteria is not met; justification must then be provided to DGS in order to retain the vehicles in the agency fleet.
- This meeting focused primarily on ground travel in general, and the use of the Ground Travel Worksheet. The Ground Travel Worksheet is intended to ensure that the most cost effective mode of transportation is used by travelers, and also provides for greater supervisory accountability for supervisors approving travel.
- Steve noted that with rental of a vehicle from one of the commonwealth's preferred car rental vendors (Enterprise or National), that the renter is automatically insured for collision and liability in the event of an accident. He also noted that personal accident insurance can be purchased from the rental company for around \$2/day (Note: this optional insurance is not reimbursable).
- Steve indicated that in the near future an individual from the DGS Bureau of Vehicle Management will be designated as the Ground Travel Worksheet expert and will serve as a contact for questions related to the Ground Travel Worksheet.
- Stacy Jo presented slides and gave an explanation of how to complete the Ground Travel Worksheet. She noted that while the rental rates are based on compact vehicles, an upgrade to Standard or Intermediate size is allowable within policy and may be requested by the traveler.

When a model other than compact is selected, make a notation in the Supervisor's Approval box (bottom of form) that an upgrade was requested for \$3.24/day times the #days of rental. Stacy Jo also noted that if travel start and end times require the traveler to pick up the vehicle the prior day, or return the vehicle the day after the travel ended, the traveler should notate the rate of \$12.80 for early pickup and/or late drop off (do not use the full daily rate for these circumstances as these situations have been agreed upon as part of the Commonwealth's agreement with the rental car company).

- Stacy Jo pointed out that with the upcoming Rental Car Vendor contract, the current Commonwealth temporary fleet vehicles will be replaced by newer vehicles. This contract has not yet been finalized, but was anticipated very soon and to be up and in operation within the next ninety days. The selected vendor will be onsite at the Commonwealth Garage.

TSUG Member Questions

Question: If an employee is reassigned to a temporary worksite; is that employee eligible for travel reimbursement to the temporary worksite (regardless if it is a shorter or further distance than his/her normal headquarters)?

An employee traveling to a temporary worksite is eligible for mileage reimbursement for the distance from either home or headquarters to the temporary worksite (whichever is the shortest distance). The eligibility for travel reimbursement hinges on the fact that the employee has been reassigned a temporary worksite for a business reason (versus driving to their normal work site).

Question: May contracted staff use ADTRAV?

Contractors may not use ADTRAV and do not have access to Commonwealth rates. Any contractors planning travel, or travel planners responsible for arranging travel on behalf of contractors should contact the Department of General Services' Bureau of Procurement / Contracting Section. You will find additional information regarding contractor travel at the BCPO website under 'FAQ's'.

Question: Does the Ground Travel Worksheet calculation include gas costs?

The gas costs shown on the Ground Travel Worksheet are updated every Monday with the current AAA gas price. The cost of gas is included in the Ground Travel Worksheet total costs of a rental vehicle, pool vehicle and temporary fleet vehicle (based on the number of miles to be driven); however, the traveler must purchase the gas on their own.

Question: Explain why taxes are paid on a rental vehicle when the state is exempt?

Because the existing payment structure has the employee paying a credit card company (who is NOT tax exempt), who in turn pays the rental car company, we are subject to all sales taxes and fees. In the

future, with a contracted vendor and direct billing, the Commonwealth will be exempt because the Commonwealth will pay the vendor directly.

Question: Do travelers from the PA Liquor Control Board have access to ADTRAV?

No. Employees and contractors traveling on behalf of the PA Liquor Control Board do not currently have access to ADTRAV.

Question: Who should sign the rental car agreement (if more than one Commonwealth traveler)?

All drivers should sign the agreement. Note: If multiple drivers, the rental car company will accept faxed signatures for additional drivers.