

NEBRASKA POWER REVIEW BOARD

BOARD POLICY NO. 15

USE OF STATE VEHICLES

I. Purpose

This policy is intended to establish the Nebraska Power Review Board's (the Board) policy regarding Board members or staff using a State-owned motor vehicle to travel to a designated location or their home when the primary purpose of the travel serves a government purpose. The policy is intended to comply with the requirements set out in Neb. Rev. Stat. § 49-14,101.03(3).

II. Policy Applicability

- A. This policy applies to all Board members and full-time or part-time Board employees. It does not apply to state contractors.

III. Authorized Use of State-Owned Vehicles

- A. Board members or employees are authorized to use a State-owned vehicle to travel to a designated location and back to attend functions related to his or her duties as a Board member or State employee. Procedures established by the applicable state entity in charge of the vehicle, such as the State Transportation Services Bureau, will be followed for obtaining a State vehicle.
- B. A Board member or employee is authorized to use a State-owned vehicle to travel to his or her home or temporary residence when the primary purpose for doing so serves a government purpose. The following are examples of a governmental purpose for using a State-owned vehicle to travel to one's home or temporary residence, and are authorized:
 - 1. When a Board member or employee will begin travel on Board business early in the morning, he or she may take the vehicle home the preceding evening in order to start from home. This allows the Board member or employee to begin his or her travel directly from

his or her home, eliminating the need to travel to the State parking garage to obtain the vehicle. Such travel would only add additional travel time, and the Board member or employee may otherwise be entitled to reimbursement for the mileage needed to drive to the State parking garage.

2. When a Board member or employee returns from attending a meeting or function that is related to his or her Board duties, the Board acknowledges that it may be late in the evening. Under such circumstances, the Board member or employee is authorized to use the State-owned vehicle to travel to his or her home for the evening and return the vehicle the next morning to the appropriate State entity from where the vehicle was obtained. When possible, the vehicle should be returned in an appropriate time and manner so as to avoid the Board incurring another day's travel cost by allowing the Board member or employee to take the vehicle home the preceding evening.
- C. Use of a State-owned vehicle to travel to a designated location or to take the vehicle home must be pre-approved by either the executive director or the Board Chairperson.
1. If neither the Board Chairperson nor the executive director are available to approve the use of a State-owned vehicle, and time does not permit waiting for them to become available, the Board's Vice-Chairperson can give the approval required in III.C.
- D. In accordance with the provisions of Nebraska Executive Order 99-01, paragraph 3.b., the Board will report such overnight trips to a Board member's or employee's home to the Accounting Division of the Department of Administrative Services for submission to the Internal Revenue Service.


Timothy J. Texel
Executive Director

Approved as amended at NPRB Meeting on December 16, 2011.
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