TO: Yavapai County Faculty and Staff From: Jeff Schalau, County Director

RE: County/State Vehicle Use Policy Date: September 17, 2018

Effective immediately, Yavapai County Cooperative Extension will no longer reimburse personal vehicle use mileage. County and State vehicles are to be used for all travel. Should one of our vehicles be unavailable, please request a loaner from Yavapai County Fleet by emailing both Angie Davis and Audrey Smith at [angie.davis@yavapai.us](mailto:angie.davis@yavapai.us) and [audrey.smith@yavapai.us](mailto:audrey.smith@yavapai.us).

If you are unable to use our cars or secure a loaner, cars can be rented from Enterprise/National car rentals utilizing the State of Arizona Contract (#ADSPO14-071929). More information about the State vehicle rental program can be found at <https://pacs.arizona.edu/vendors/vehicle_rental>. You can use your pcard to pay for the rental.

Exceptions to the policy will be reviewed on a case by case basis.