



Department of Transportation

TRAVEL INFORMATION & POLICY

Subject: Authorization To Use Privately Owned Vehicle (POV) Form, (FA 0205A)	Number: TIP 08-006
References: DPA Rules 599.630, 631, SAM 0700.0753, Caltrans Travel Guide	Date Issued: August 11, 2008
	Expires: Until Rescinded

Purpose: To remind travelers and their supervisors of the policy for using private vehicles on State business.

Policy: Employees using their private vehicle on State business must have an Authorization To Use Privately Owned Vehicles (POV) form (Form FA 0205A) approved by and on file with their supervisors.

This form certifies that the employee has met safety, insurance and driver's license requirements. Renewal of this form is required annually and when a change affecting the certification occurs.

Each supervisor or approving officer shall verify that there is a fully executed and current POV on file before he or she signs a travel expense claim for an employee. The POV form is required support for approving travel expense claim reimbursements for mileage. Employees should retain a copy for their own records.

POV forms can be obtained through the Caltrans electronics forms system (CEFS) at: <http://cefs.dot.ca.gov/forms/index.html>

For more information regarding the Department's private vehicle usage policies, please visit Chapter 7 of the Caltrans Travel Guide located at: <http://www.dot.ca.gov/hq/asc/travel/ch7/priveh2.htm>

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats.

To obtain such services, please e-mail iris_bettencourt@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.