Department of Transportation

TRAVEL INFORMATION & POLICY

Subject:	Number:
Personal Use of a State Vehicle – Submission of Form PM-0041	TIP 09-004
	Date Issued: September 9, 2009
References: Deputy Directive DD-28-R2, Vehicle Home Storage Permit Guidelines (rev. 7/09) State Controller's Office, Payroll Procedures Manual, Section N 129.1	Expires: Until rescinded

Purpose

To inform employees of a change in the procedure for the submission of Form PM-0041 "Personal Use of a State Vehicle" (PUSV).

Background

The value of the personal use of a state-owned or leased vehicle is reportable taxable income. Personal use includes miscellaneous non-business trips and daily work commutes. The majority of reportable trips occur in vehicles for which a Home Storage Permit (HSP) has been issued; however, the mandated reporting requirements apply to all personal trips in state vehicles, not just those for which there is an HSP.

The following link to the Department's Travel Guide provides further information regarding reportable trips (see the PUSV Guidelines at the end of the webpage): http://www.dot.ca.gov/hq/asc/travel/ch7/1taxinfo.htm

Change in reporting procedure

There is a change to the PUSV reporting process for personal trips in vehicles for which a HSP has been issued. The Division of Equipment has implemented a web-based reporting system, the Home Storage Permit Automated System. Employees with valid HSPs shall input daily personal use trips into an electronic Form PM-0041 via the automated system. For further information about the web-based system, please refer to Division of Equipment e-mails sent to all employees on July 1, 2009 and September 1, 2009. The following is a link to the Home Storage Permit Automated System: http://cap3.dot.ca.gov/equip/hsp/HSPintro.htm

Note: Any delinquent Form PM-0041s that have not been turned in for prior months (January 2009 – August 2009) shall also be input in the system.

Reporting for trips in vehicles for which there is no Home Storage Permit

There is no change to the existing procedure for trips in state vehicles for which there is no HSP. Employees shall continue to submit Form PM-0041 directly to the Division of Accounting, Travel Policy Section. This may be done via fax @ (916) 227-9357 or by attaching scanned forms in e-mails sent to travel_information_and_policy@dot.ca.gov. Each month's reporting is to be done no later than the 3rd business day of the following month.

If you have questions regarding this information, please contact Katie Kennedy at (916) 227-8652.

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 Asni.Tefera at asni.tefera@dot.ca.gov. TTY users may also call (800) 735-2922.