




MEMORANDUM

TO: Agency Vehicle Coordinators

FROM: Kari Wolfe, Statewide Chief Benefits Office 

DATE: April 21, 2026

SUBJECT: **CMS Risk Management Guidance on the Transportation of Non-State Employee in Official Capacity & Use of Privately Owned Vehicles (POV's)**

This travel guidance is being issued to clarify the State of Illinois policy regarding the use of Privately Owned Vehicles (POVs) for official travel.

When a state employee is acting in their official capacity and their official job duties require the transportation of non-state employees, the use of a personal vehicle is prohibited. In these situations, the traveler **should** utilize a state-owned vehicle or a vehicle rented in accordance with the [Car Rental Agreements](#) travel guidance.

Use of POVs – Additional Important Reminders regarding Insurance Coverage.

Depending on circumstances, travelers may be found personally liable for any accidents, damages or injuries while operating personal vehicles on official business.

The current mileage reimbursement rate of \$0.725 per mile is designed to cover fuel, depreciation, and personal insurance costs associated with POV usage.

Important Considerations pursuant to the State of Illinois Self-Insured Motor Vehicle Liability Plan

- If an employee is injured in an accident while on official travel, they may be eligible for coverage through the State of Illinois Workers' Compensation program.
- In the event an employee is involved in an accident while driving their POV on state business, the traveler's personal auto-liability coverage will be the primary policy to cover any damages to 3rd parties. The State of Illinois

Auto Liability plan will cover excess damages to 3rd parties that exceed the traveler's coverage amount, up to \$2 million.

- Any damage to POVs incurred while on state business will always be the responsibility of the employee and will need to be processed through the employee's personal insurance coverage.

We encourage all travelers to carefully consider these factors when deciding between using a POV, a state vehicle, or a rental vehicle for official travel.

Should you need further assistance please contact your agency travel coordinator and/or CMS.Travel@illinois.gov.