

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 11-01-94 REVISED: 5-31-04	EFFECTIVE DATE: 5-31-04	POLICY NO: VR-3
TITLE: OUT OF STATE TRAVEL			PAGE 1 OF 1

Out-of-State Travel

When traveling out of state, the driver must report the trip mileage on the form faxed with vehicle confirmation. This form should be faxed back to Fleet Services (739-5450) immediately upon return. Call Fleet Services for information about out-of-state fueling sites. The driver may also access FUELMAN site via the Internet at www.fuelman.com. If the driver is unable to locate any FUELMAN locations out-of-state, he/she may purchase regular unleaded gasoline and submit a Personal Expense (PE) to Fleet Services upon your return.