

**State of Delaware**  
**Fleet Services**  
**OPERATING POLICIES AND PROCEDURES**

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 11-01-94 REVISED: 3/1/18 REVIEWED: 3/1/18	EFFECTIVE DATE: 3/1/18	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 Reservation Confirmation form emailed with vehicle confirmation. This form should be emailed back to Fleet Services at [fleetreservations@state.de.us](mailto:fleetreservations@state.de.us) immediately upon return. The driver may also access FUELMAN site via the Internet at [www.fuelman.com](http://www.fuelman.com) to locate fueling sites out of state. For employees with smart phones/devices FUELMAN offers a free app that will identify the closet FUELMAN fueling locations.