



# Maryland

DEPARTMENT OF BUDGET  
AND MANAGEMENT

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To: Agency Leads  
From: Secretary Yaakov "Jake" Weissmann  
Subject: Updates to Policy and Procedures for Vehicle Fleet Management  
Date: February 24, 2026

I am pleased to share important updates to the State's vehicle fleet management policies and procedures following the "right-sizing" of the fleet over the past year. These changes focus on modernizing mileage reimbursement rules for personal vehicle use and updating the process for selecting vendors for fleet maintenance to promote fiscal responsibility and operational efficiency. This is the first of a series of changes as the Department of Budget and Management (DBM) begins to review the State's fleet and travel management policy. Updates on policy surrounding electric vehicles, fleet management software, and related areas will be issued as development advances.

## Background

Since June, the State has sold 414 vehicles, generating nearly \$1.3 million from these auctions. Many thanks to agency fleet managers, their teams, and the Inventory Standards and Support Division at DGS for overseeing the auction process. To align with this reduction in the size of the state fleet, DBM Fleet and Travel Management Services is updating the fleet management policies and processes.

## Reimbursement Policy Changes for Personal Vehicle Use

The Board of Public Works approved a new policy in July 2025 that provides employees with more flexible travel options while ensuring the State remains fiscally responsible and efficient. To align with that policy, we are expanding reimbursement for the use of personal vehicles even when a state vehicle is available. Beginning March 1, 2026, you may be reimbursed at the full mileage rate for using your personal vehicle for official State business regardless of state vehicle availability. Monthly mileage over 650 miles will be reimbursed at half the standard rate. This practice promotes more efficient use of the State's pooled vehicles and allows you to make sensible and more convenient transportation choices while still receiving full reimbursement. Please note an employee's insurance is responsible for personal injury or damage to POVs, while the State's coverage applies to third-party property damage or injury only, consistent with the State's insurance parameters; this consideration was factored into calculating the revised reimbursement rate.

## Mileage Reimbursement Process

We are also improving the mileage reimbursement process to reduce administrative burden and make filing expenses more user-friendly. The two reimbursement forms for full and half rate were consolidated into a single form that automatically applies the correct rate and uses a monthly reimbursement cycle to track the 650-mile threshold. DBM will partner with agencies to inform ongoing

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improvements to the reimbursement form by holding workshops to gather agency input toward a future standardized form. Additionally, a digital reimbursement process will be piloted in March to enhance oversight and streamline approvals. Please ensure any agency specific reimbursement processes or forms align with the updated policy, including aligning to the monthly reimbursement cadence.

### **Fleet Maintenance Policy Changes**

We are streamlining the use of qualified, cost-efficient vendors for fleet maintenance. DBM and the Government Modernization Initiative (GMI) analyzed historical maintenance data with fleet managers across multiple agencies to develop an approved list of qualified vendors by county and maintenance service. The Departments of Human Services and General Services piloted the new online tool that recommends qualified and cost-efficient maintenance vendors to fleet managers and drivers, which will soon be rolled out to all agency fleet teams.

### **Support and Contact**

We are committed to working with all stakeholders on the rollout of these changes. Please direct any questions or concerns to:

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Thank you for your collaboration as we take important steps toward optimizing Maryland's fleet operations.