

SEP 15 1965

To: All Hawaiian Project Participants

From: L. E. Hollingsworth - 7200      Don R. Shuster - 9200

Re: Use of Rental Vehicles

For some time it has been the practice for personnel assigned to or on travel in Hawaii to use rental vehicles, with these being supplemented during periods of peak activity with H&M leased or government vehicles. It has been decided that in the future only rental vehicles will be used. The following information is supplied for your guidance.

1. Purpose: The purpose of this memorandum is to re-emphasize Corporation policy regarding the use of rental vehicles by Corporation employees as stated in Paragraph 5, SGI 4611 dated June 13, 1963. This instruction provides, in part, that if a vehicle rented for Corporation business is used for personal business, the employee is required to reimburse the Corporation for the additional mileage incurred.
2. Corporation business: For purposes of this memorandum, Corporation business is defined as:
  - (a) The use of vehicle between assigned work location and the temporary domicile of the employee. ✓
  - (b) The use of vehicle at the assigned work location when such use is necessary in the performance of the employee's duties.
  - (c) The use of vehicle to obtain meals when dining facilities are not available at the motel or hotel in which the employee resides or, when such facilities being available, are considered unsuitable. ✓
  - (d) The use of vehicle for trips to the laundry, barber shop or to stores to obtain subsistence items.
3. Personal business: Personal business is defined as unofficial or personal use of transportation as follows:
  - (a) Sightseeing.
  - (b) Trips to the beach or golf course.
  - (c) Any other use not directly associated with Items 2 (a) through (d), above.

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It is recognized that the temporary assignment of employees in such areas as Honolulu, places them in an unusual environment and that for employees who are assigned for lengthy tours, the Corporation has some degree of responsibility to provide a means of transportation for recreational purposes. This memorandum, therefore, should not be construed to limit the use of rental vehicles for official use only, but rather to emphasize that if the vehicle is used for personal use, reimbursement to the Corporation must be made. Accordingly, it is expected that the employee will record the mileage when a vehicle is used for recreational purposes and to reimburse the Corporation on an actual mileage basis. Provision for this is made on SF 4601-B (Employee's Expense Voucher) on line 25. Reimbursement will be made at the rate of \$0.08 per mile and reference to the Rental Car Agreement number and/or the license number of the vehicle involved should be made on the voucher. The daily rental cost of the vehicle will not be considered chargeable to the employee unless he elects to take vacation and retains possession of such vehicle. In this case, both the daily rental cost and the mileage charge will be reflected as personal use.

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