

POLICY

The [Vehicle and Equipment Management Agency \(VEMA\)](#) is able to provide all departments with government fleet vehicles in accordance with their temporary or long term requirements.

Policy guidelines regarding fleet vehicles are outlined in the [Procurement Administration Manual](#). The conditions under which employees may utilize government fleet vehicles are outlined in the [General Manual of Administration \(GMA\)](#).

Ministers while conducting departmental business (not constituency business) have a choice from three options:

1. Use an executive fleet vehicle from VEMA.
2. Use a privately-owned vehicle and receive a \$880.00 taxable monthly automobile allowance, plus a taxable allowance for business kilometres at \$0.11 per kilometre (effective January 1, 2023)
3. Use a privately-owned vehicle and be reimbursed for business distance in accordance with the [Members' Allowances Regulation](#). Payments under this option are deemed to be reimbursements for vehicle expenses incurred, and are non-taxable.

Deputy Ministers have a choice from three options:

1. Use an executive fleet vehicle from VEMA.
2. Use a privately-owned vehicle and receive a \$880.00 taxable monthly automobile allowance, plus a taxable allowance for business kilometres at \$0.11 per kilometre (effective January 1, 2023)
3. Use a privately-owned vehicle and be reimbursed for business distance at the public service rates available to all government employees, in accordance with the rates [in Appendix E of the Manitoba Government Employees' Master Agreement](#). Payments under this option are deemed to be reimbursements for vehicle expenses incurred, and are non-taxable.

The automobile allowance under option 2 is effective the first day following the day the Deputy/Minister turned in his/her fleet vehicle and elected to use a privately-owned vehicle. The automobile allowance will be prorated over the number of days remaining in the month in which the vehicle was turned in to the Vehicle and Equipment Management Agency (VEMA).

Those departments whose Ministers are giving up their fleet vehicle and electing to use a privately-owned vehicle must advise the Human Resource Director, Legislative Assembly, so that the necessary adjustments can be made to the Minister's income tax calculation for Members of the Legislative Assembly (MLA) remuneration.

The payment of the monthly allowance will be made through the central Payroll System annualized and deducted over the number of pay periods in the year. The mileage allowance under option 2 and the mileage reimbursement under option 3 are paid through the Central Accounts Payable system via submission of the Private Vehicle Distance Statement portion of the [Manitoba Expense Claim](#) form.

ACCOUNTING

All automobile allowances, because they are paid through the Central Payroll System, will initially be charged to the Deputy/Minister's cost centre. In order to ensure that only salaries are reported in salary appropriations, departments are required to make the necessary entries to transfer the "automobile allowance" from the salary appropriation to the applicable other expenditure appropriation(s).

This transfer should be made once a year, no later than the date specified in the annual [Fiscal Year-End Financial Administration Information Circular](#) (FAIC).