

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective April 1, 2019

Policy No. AC:06.0

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**Allowable Costs – WIC Owned or Agency Vehicle**

**Purpose**

To allow local agencies (LAs) to use a WIC owned or agency owned vehicle for travel on official WIC business.

**Authority**

7 CFR Part 3016, Uniform Grant Guidance, 2 CFR 200

**Policy**

LAs may request reimbursement for expenses related to the use of WIC owned or agency owned vehicles. Also the costs of service organizations, which provide automobiles for local agency personnel at a mileage or fixed rate and/or provide vehicle maintenance, inspection and repair services for agency owned cars are allowable.

**Procedures**

- I. The LA shall document odometer readings at the beginning and ending of a WIC-related trip.
- II. The LA shall document the locations visited and the purpose of the travel. The use of a WIC vehicle to transport participants to or from appointments is not allowed.
- III. Using the source documentation from I and II, the LA may:
  - A. apply a fixed rate to the WIC mileage for determining the amount to bill; or
  - B. compute a monthly rate/amount to bill by dividing the total miles driven during the month into the total expenditures made for maintenance and operations to approximate the average cost

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per mile. This cost per mile may then be applied to WIC mileage for billing purposes.

- IV. The mileage charge shall be supported by documentation such as the agency travel policy, mileage reports, and a cost analysis supporting the fixed rate or the monthly determination of average cost per mile.
- V. Documentation (trip reports/mileage reports) shall support the allocation of charges among Administration, Nutrition Education, Breastfeeding, or other WIC projects.