Use of Personal Vehicles for University Business

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General Description

Policy Summary:

This policy outlines the conditions under which Trinity University employees may request and receive
reimbursement for mileage incurred while using personal vehicles for university business.

It defines what constitutes reimbursable mileage, sets documentation and submission requirements, and outlines the limits of liability coverage when using personal vehicle for work-related travel.

Purpose:

The purpose of this policy is to ensure fair and consistent mileage reimbursement across departments
and define reimbursable versus non-reimbursable travel.

Scope:

This policy applies to all Trinity University employees who use their personal vehicles for official University business purposes and intend to seek reimbursement for mileage expenses. It excludes travel
that constitutes a regular commute from home to the University.

Exceptions:

None.

Policy Content

Policy Content

- Business mileage does not include regular commuting from home to the University and back.

- Employees may request reimbursement for additional mileage incurred beyond their normal commute when traveling for official business purposes.
- For **in-town travel** (e.g., conference in downtown San Antonio), the reimbursable distance will be the **lesser of**:
    - Distance from the employee's home to the destination; or
    - Distance from Trinity University to the destination.
- An **exception** is made for travel to and from the airport: full mileage from home to the airport is reimbursable. Employees should use prudent and economical travel choices to the airport.
- Employees must attach a **Google map to their expense report, documenting the travel route**.
- All mileage reimbursements must be submitted within **thirty (30)** days of the last day of the trip.

Important Note: Employees who use their personal vehicles for University business should note that they are not covered under University auto liability and/or collision coverage for personal vehicles used. Coverage is solely dependent on the employee's personal auto insurance. The only coverage available would be any personal coverage the vehicle's owner has.

Performance Evaluation

Consequences of Policy Violation:

Addressing Noncompliance:

- Late or incomplete expense reports may lead to reimbursement denial.
- Falsified mileage claims or improper documentation will result in corrective action, including potential disciplinary measures up to termination.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Business Mileage	Travel incurred by an employee that goes beyond the normal home- to-office commute, undertaken for official University business.
Normal Commute	The round-trip distance an employee would normally travel between

Term:	Definition:
Mileage	their home and the University on a standard workday.
In-Town Use	Travel within the San Antonio area during a regular workday.
Google Map documentation	A map generated using Google Maps that shows the route taken and total mileage. Required for reimbursement.
Expense Report	The system through which employees submit reimbursement requests for business-related expenses.
Personal Vehicle	A privately owned vehicle used by an employee for business travel.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	7/14/2025 9:49 AM	Pamela Mota
v2.0	4/10/2023 2:45 PM	Yvonne Cortez
v1.0	7/25/2019 2:57 PM	Holly Warfel

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