Use of Personal Vehicles for University Business

General Description

Exceptions:
None.

Policy Content

Effective January 1, 2013, the mileage reimbursement for use of personally owned vehicles is 56.5\(^*\) cents per mile. An Expense Reimbursement envelope, or a DEPARTMENT PURCHASE ORDER with an attached Mileage Reimbursement Request should be submitted for reimbursement of this rate.

Mileage reimbursement for in-town use of personal vehicles will be limited to the distance from Trinity University to the destination when traveling on normal business days (i.e., when attending an all day conference held in downtown San Antonio, the mileage to be used should be the lesser of the distance from your home to downtown or from Trinity University to downtown).

An exception to this policy is allowed for travel to and from the airport, in which case mileage reimbursement is not limited to the distance from Trinity University to the airport. Travelers should use prudent judgment in determining the most economical means of transportation to the airport.

The traveler should log the beginning and ending odometer readings to substantiate the mileage. Mileage expenses must be submitted within thirty (30) days after the last day of the trip.

NOTE: Employees who use their personal vehicle for University business should note that there is no University auto liability and/or collision coverage for personal vehicles used. The only coverage available would be whatever personal coverage the owner of the vehicle has.

Requirements

Approvals:
VP for Finance and Administration
Attachments

- Mileage Reimbursement Form
- Expense Reimbursement Form

Revision Management

Revision History Log:

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<td>7/25/2019 2:57 PM</td>
<td>New document</td>
<td>Holly Warfel</td>
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