



Use of Personal Vehicles for University Business

Document Number: BUSO-0027

Date Published(sys): 4/10/2023

General Description

Exceptions:

None.

Policy Content

Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. Employees may request reimbursement for any business mileage incurred. The mileage rate covers fuel, insurance, maintenance, and related costs of the driver's vehicle.

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 include a Google map to substantiate the mileage on their expense report. 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.

Revision Management

Revision History Log:

| Revision #: | Date: | Recorded By: |
|-------------|-------------------|---------------|
| v2.0 | 4/10/2023 2:45 PM | Yvonne Cortez |
| v1.0 | 7/25/2019 2:57 PM | Holly Warfel |

Vice President Approval:

| Name: | Title: |
|------------|---|
| Gary Logan | Vice President for Finance & Administration |