

Proposed Guidelines for University Travel by Automobile

Preface:

Historically the University has allowed travel reimbursement for use of a private car for University business. The reimbursement rate maximum has been based on the allowable rate set by the federal government. For short duration trips (one to two days) to places such as Chicago or St. Louis, this mileage reimbursement has significantly exceeded the cost of renting a vehicle and paying for the gasoline it uses. In order to reduce costs to the University during these difficult financial times the following guidelines are recommended for these short duration trips:

1. Rather than using a personal vehicle and asking to be reimbursed at \$0.55 per mile, use a rental car and get receipts for gasoline used. This option has been available for some time and is well understood by the Controller's Office. The rental car should be secured through normal University procedures and can be direct billed to the University. Contact the Controller's Office for more details in this regard.
2. If you still wish to use a personal vehicle rather than a rental car you may be reimbursed for the documented cost of a specified rental car with receipts for gasoline used. As with the rental car you are expected to begin travel with a full tank of gasoline and fill the tank to full when you return with receipts for all gasoline purchased while traveling on University business. The Enterprise Rent-A-Car Business Rental Preferred Rate for a standard size vehicle will be the maximum allowable daily reimbursement for using your private vehicle in lieu of a rental car. Currently, that rate is \$37.99. The Controller's Office will communicate any rate changes that are implemented by Enterprise on its website. **You will also need to document mileage if you use your personal car. This is because the University will only pay the lesser of the documented rental car costs and gasoline or the reimbursement for private vehicle of \$0.55 per mile.** A printout of MapQuest travel directions showing mileage can be used to document miles traveled.
3. Rental agency insurance is unnecessary. For further information regarding this topic, please refer to the Controller's Office policy at <http://www.bradley.edu/controller/docs/vehicleinsurnace.pdf>
4. The above guidelines may be used for routine travel. If the travel that you plan is not covered by these guidelines, please work with the Provost's and Controller's Offices about how to handle your non-routine situation.

Conclusion:

The overall objective of these guidelines is to provide a consistent and fair basis for reducing travel costs for the University while we are dealing with the current difficult financial situation.