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Name:	Travel – Use of Personal Vehicle
Policy Number:	4-3005
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1993-MAR-01, 2007-SEP-01, 2011-JUN-01, 2019-OCT-21

When it is appropriate to use personal vehicles and subject to approval, use of a personal vehicle may be claimed. Current reimbursement rates may be found on the [Financial Services website](#). A [Reimbursement Form](#) is to be completed indicating places of travel and distances covered. Google maps of the routes are to be included with the report to substantiate the claim.

The University's insurance policies cannot respond to the actions of employees, negligent or otherwise, unless the University is found to be legally liable. Accordingly, employees are encouraged to inform their insurance company that they are using their private autos for occasional or frequent business usage and to ensure that sufficient third party liability coverage is in place.