

2358 – TRAVEL AND ENTERTAINMENT POLICY – PERSONAL VEHICLES AND GROUND TRANSPORTATION

Resp. Office: Purchasing Services
Approval: Executive Director, Purchasing Services
Effective: April 1, 2015
Last Revision: April 1, 2015
Last Review: April, 2016

PURPOSE

To provide travel guidelines regarding the use of personal vehicles and other ground transportation providers for ground travel on behalf of the University.

SCOPE

This policy applies to the use of personal vehicles and procurement of other ground transportation by and for all faculty, staff, students and postdocs traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

FACULTY, STAFF, STUDENT, POSTDOC RESPONSIBILITY

Individuals are reimbursed on a mileage basis when their personal vehicle is used for the business trip. It is the individual's personal responsibility to carry adequate insurance coverage for the personal vehicle to protect his/her vehicle and any passengers. In the event of an accident, the owner or traveler is fully responsible for any damage to the vehicle, and his/her insurance coverage will be primary for any insurance claim.

Full responsibilities of the employee, student or postdoc can be found in Policy #2352.

RESPONSIBILITY OF APPROVERS

Approvers perform a critical control function for the University. Collectively, approvers ensure that expense reports processed for payment are complete, appropriately funded, compliant with policy and are associated with activities that have a valid and necessary business purpose. Designated approvers should assist individuals, as necessary, with understanding applicable policies and compliance requirements.

Full responsibilities of approvers can be found in Policy #2352.

POLICY

Travelers may elect to use their personal cars for business purposes if such use is less expensive than other options, such as rental cars or taxis, or if such use saves time.

1. When driving a personal vehicle, drivers are reimbursed for the actual miles traveled. The mileage reimbursement rate is calculated on a yearly basis by the federal government and covers all transportation and operating costs of the vehicle, including gasoline. See [Mileage](#) for the current mileage reimbursement rate.
2. Additional allowable expenses include turnpike tolls, bridge tolls and reasonable parking fees.
3. A driver will not be reimbursed for parking tickets, fines, moving violations or vehicle towing charges. No reimbursement will be made for vehicle repair costs regardless of whether it results from the traveler's acts or acts of others.
4. Travelers who choose to use their own automobiles on a trip where air travel is more appropriate will be reimbursed an amount not to exceed the lowest logical airfare to the destination.
5. Expenses associated with normal commuting between an employee's home and regular place of business are not reimbursable.
6. The most economical means of transportation, such as shuttle service, should be used to commute to and from airports, train stations or bus terminals whenever possible.
7. The University will pay for local travel costs such as SEPTA tokens for authorized activities but not for commuting purposes.
8. Taxis utilized while traveling on University business are a reimbursable expense.
9. Sedan/limousine car services are authorized expenses for recruiting purposes or visiting dignitaries. Such services are more expensive than taxis and should be used only when a valid business purpose or safety concern precludes the use of more economical modes of transportation.
10. Sedan/limousine car services and taxis are not considered acceptable transportation to New York airports or other regional locations unless the number of people traveling together makes such services the more economical option. Such requests require supplemental approval by the head of the School or Center (or a designated representative).