

## **2360 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- PERSONAL VEHICLES AND GROUND TRANSPORTATION**

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**RESP. OFFICE: PURCHASING SERVICES**  
**APPROVAL: CHIEF PROCUREMENT OFFICER**  
**EFFECTIVE: MAY 1, 2009,**  
**LAST REVIEW/REVISION: MAY 1, 2009**

### **PURPOSE**

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To provide travel guidelines with regard to the usage of personal vehicles and other ground transportation providers for business purposes.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

### **SCOPE**

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The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

### **TRAVELER AND ENTERTAINER RESPONSIBILITY**

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Drivers are reimbursed when using their personal vehicles on a mileage basis. It is the personal responsibility of the owner of the vehicle to carry adequate insurance coverage for their protection and for the protection of any passengers. When driving a personal vehicle for business purposes, the vehicle owner's policy will be responsible for any damage to the vehicle and becomes primary for any insurance claim.

### **RESPONSIBILITY OF APPROVERS**

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The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to make sure that the Penn traveler is not seeking reimbursement for any non-reimbursable items (see below) and that the mileage was calculated in a reasonable and prudent manner.

### **POLICY**

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Employees can 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. Click here on [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 air fare 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 mode of transportation, such as shuttle service, is expected to be used to and from air, rail or bus terminals, whenever possible.
- 7) The University will pay for travel costs such as SEPTA tokens for those traveling locally 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 the valid business purpose precludes the use of more economical modes of transportation.
- 10) Sedan/limousine car services are not considered acceptable transportation to New York airports or other regional locations unless there are enough people traveling together to make the expense economical in nature. Such requests require a completed Reimbursement Justification form that is approved by the head of the school or center (or their designated representative).

[Click here](#) for Chapter 4 in the Procedure Manual. How to Complete a T&E Reimbursement (C-1) form.