



## Policy 2.98 Ground Transportation

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Procurement Services

**Effective Date:** February 14, 2013

**Last Revision:** August 27, 2014

### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Related Links
- V. Contact Information
- VI. Revision History

### Overview

The purpose of this document is to provide travel guidelines for the use of car rentals or shared car services when traveling for business purposes.

### Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

### Policy Details

#### Traveler Responsibility

It is the responsibility of travelers to select the most economical and efficient choices of ground transportation services. Individuals renting cars while traveling on behalf of the University are responsible for having valid driver's licenses.

#### Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;
- travel expenses were incurred while conducting authorized University business;
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;
- an expense report includes the required documentation; and
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

#### Rental Cars

1) The size of the rental car should be the least expensive model consistent with the number of travelers. Up to standard/intermediate classes are acceptable but full size or larger must be documented as to the reason it was needed.

2) Allowable rental costs include daily rental fees, local and state taxes, GPS rental, concession fees, gas and drop-off fees. A list of car rental-related non-reimbursable or payable expenses can be found in [2.104 TRAVEL POLICY - NON-REIMBURSABLE OR PAYABLE ITEMS](#).

3) As long as the car is rented for use while conducting University business in the U.S, travelers should decline the loss damage waiver (LDW/CDW) option, supplemental liability coverage, personal accident insurance (PAI) and other insurance options. These options are not reimbursable or payable expenses.

4) When traveling outside the U.S. on University business, the purchase of liability and physical damage coverage is required and reimbursable or payable.

5) All individuals who intend to drive the rental vehicle must be listed on the rental agreement for insurance purposes.

6) Travelers should try to refuel the car prior to returning it to avoid excessive refueling fees.

### Emory Shared Cars

The general use of Emory's shared car program is considered a personal expense. However, when using a shared car for University business purposes and with departmental approval, reimbursement or payment will be allowed.

Department-approved reimbursement or payment for shared car use will be based on the lesser of the two calculations: mileage driven multiplied by the current IRS rate, or hourly rate for use of the shared car. However, the cost of the shared car program membership will not be reimbursed or paid for.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.98>
- [Ground Transportation Procedures](https://www.finance.emory.edu/home/travel/groundtransportation.html) (https://www.finance.emory.edu/home/travel/groundtransportation.html)
- [Travel Policy - Non-Reimbursable Items](https://policies.emory.edu/2.104) (https://policies.emory.edu/2.104)

### Contact Information

Subject	Contact	Phone	Email
Procurement and Payment Services	Customer Care	404-727-5400	actspay@emory.edu

### Revision History

- Version Published on: Feb 13, 2013 (*Changed name of shared car program.*)
- Version Published on: Feb 13, 2013
- Version Published on: Aug 23, 2011
- Version Published on: Mar 31, 2010 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*