Policy 2.99
Personal Vehicles

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.99 for the current version.

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Travel Policies
Effective Date: April 01, 2010
Last Revision: February 04, 2011

Overview

The purpose of this document is to provide travel guidelines for the use of personal vehicles and other forms of ground transportation used 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

2.99.1 Traveler Responsibility

It is the responsibility of travelers to select the most economical and efficient choices of ground transportation services.

2.99.2 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.

2.99.3 Personal Vehicles

Travelers may elect to use personal cars for business purposes if it is less expensive than other options, (e.g., rental cars, taxis) or if it saves time. It is the personal responsibility of the traveler to determine that the vehicle driven carries adequate insurance coverage for the traveler’s protection and for the protection of any passengers. When driving a personal vehicle for business purposes, the vehicle owner’s insurance policy will be responsible for damage to the
vehicle and primary over any other collectible insurance.

Drivers are reimbursed for actual miles traveled as indicated by supporting documentation such as MapQuest printout. The mileage reimbursement rate is determined yearly by the IRS and factors in the total cost to operate a vehicle, including the cost of gasoline. The mileage calculation should always originate from the employee's usual place of work, not home.

The type of vehicle travel will dictate the level of reimbursement:

<table>
<thead>
<tr>
<th>TYPE OF USE</th>
<th>REIMBURSABLE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between buildings on campus</td>
<td>No</td>
</tr>
<tr>
<td>Between Emory campuses</td>
<td>Yes</td>
</tr>
<tr>
<td>Commuting between home and place of business</td>
<td>No (and traveler should deduct this mileage when calculating amount for any authorized mileage reimbursement)</td>
</tr>
<tr>
<td>Local travel for authorized activities</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Travelers who choose to use their own vehicles when air travel is less expensive will be reimbursed an amount not to exceed the lowest air fare to the destination.

Additional allowable expenses include turnpike tolls, bridge tolls and reasonable parking fees.

A list of non-reimbursable or payable expenses can be found in 2.102 Travel Policy - Non-Reimburseable or Payable Items.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/2.99](http://policies.emory.edu/2.99)
- Expense Reports Procedures ([https://wwwfinance.emory.edu/home/travel/expensing.html](https://wwwfinance.emory.edu/home/travel/expensing.html))

Revision History

*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 to ensure that you are relying on the current version.*