

## General Car Use Policies

### Ground Transportation Policy:

The University has signed State contracts with several transportation companies which include shuttle services and private sedans. The complete listing of these companies is available at the RU travel website

<https://purchasing.rutgers.edu/how-to-buy/car-services>.

Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station. Receipts showing the amount and the date of service should be attached to the TABER for reimbursement. The following is a list of regular methods of ground transportation:

Transportation Type	Reimbursement Type	Additional Comment
Someone drives and picks you up	Roundtrip mileage and tolls	
Drive and Park	Roundtrip mileage, tolls, parking fees, shuttle to terminal fees	
Taxi	Fare cost and tip	
Bus or Train	Fare cost, mileage to/from station, and station parking	

The following is a list of transportation types outside of the regular methods of ground transportation. Under certain circumstances when a traveler can justify it, a private sedan or shuttle service may be used. In these cases, further explanation is required when submitting a TABER for reimbursement.

Transportation Type	Reimbursement Type	Additional Comment
Shuttle Service	Fare cost	Requires further explanation to use. Possible explanation is "length of trip makes shuttle use cheaper than parking fees."
Private Sedan	Fare cost and tip	Requires further explanation to use. Possible explanation is "departure or arrival does not coincide with regular shuttle service."

As always, the Executive Dean's office requests that you choose the most effective and time efficient method of transportation.

### Car Rental Policy

The university will reimburse for a rental car when there is a business justification or when there is no other means of comparable transportation. Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., taxis, limousines, airfare). Reimbursement for car rental is limited up to intermediate size classifications for individual travelers. Full size vehicles or vans are allowed for groups when traveling. Reimbursement will normally be made only to the traveler who signed the rental contract; however, reimbursement can be made to individuals that are sharing the cost of the rental car by following the procedures in Section J.2 of the travel policy (<http://policies.rutgers.edu/sites/policies/files/40.4.1%20-%20current.pdf>).

**Original receipts for car rentals and the rental contract must be attached to the TABER to support the expense.**

All authorized drivers must be listed on the car rental contract. Collision insurance (often called Collision Damage Waiver insurance on the rental contract) must be purchased when renting an automobile domestically. The minimum liability insurance must be purchased if it is not automatically included in the contract. For international automobile rentals, all insurance coverages must be taken. Reimbursement can be obtained by submitting a TABER.

### **Privately Owned Vehicle Use Policy**

The university will reimburse staff that use private automobiles on university business at the current mileage reimbursement rate established by the State of New Jersey, plus parking and toll charges. The current rate is \$0.54/mile (<http://uco.rutgers.edu/university-business-travel/getting-reimbursed>). The mileage reimbursement rate is intended to cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures.

When driving on university business, employees must carry a valid driver's license, vehicle registration, and proof of insurance. New Jersey residents must carry a New Jersey Insurance Identification Card. Privately owned motorcycles shall not be used on university business.

**Please note:** If the cost of using a privately owned vehicle on university business *exceeds* the cost of travel by alternative methods such as airfare or train, then the **full** mileage expense will **NOT be reimbursed** by the University.

For example, if an employee travels to Florida via a privately owned vehicle, the roundtrip mileage is 2,100 miles and costs \$1,134.00 (\$0.54/mile). Similarly, using Travelocity, the average roundtrip airfare cost to Florida that is purchased 21 days in advance is \$250. Therefore, the use of a privately owned vehicle would exceed the cost of travel by \$884.00. In this example, the reimbursement would only be \$250. In examples whereby the cost of the mileage was more economical, then only the mileage amount would be reimbursed.

When submitting a TABER, to be eligible for mileage reimbursement to distances greater than 500 miles, you **must** include **documentation** showing the difference between airfare and the use of a privately owned vehicle. It is strongly recommended that documentation is obtained during the planning of the trip so that it serves as an appropriate comparison.

In the event of an accident involving injuries or damages to other persons or property while operating a privately owned vehicle on university business, the employee must notify the Office of University Risk Management and Insurance in order to provide for any potential involvement of the university. The financial loss for damage to a privately owned vehicle used on business is **NOT reimbursable** by the university.