

Procedure	VEHICLES - Personal, Fleet and Rental
Division	School of Medicine
Department	Business Operations
Issued	October, 2014 (Reviewed by Audit 12/22/14)
Revised	
Policy Reference	<a href="#">Use of Privately Owned Vehicles: Campus Policy #900-45</a> <a href="#">Use of University Vehicles: Campus Policy #900-50 and UC BFB B-46</a> <a href="#">Rental Vehicles: UC Travel Regulations BFB-G-28</a>
Forms	<a href="#">Vehicle Request Form</a> <a href="#">Travel Reimbursement Form</a> <a href="#">Mileage Log</a>

### **Use of Privately Owned Vehicles**

*Policy Summary:* Employees may use their privately-owned vehicles on official University business and be reimbursed for mileage at the approved rate (gasoline expense is included in the reimbursement rate). Employees who use their privately-owned vehicles on official University business either on a regular or infrequent basis, regardless of whether or not they are reimbursed for mileage, are required to maintain at least minimum prescribed automobile liability insurance limits. See campus policy for details. In the event of an accident, the employee's automobile liability insurance is primary; the University's self-insurance is secondary. Note: Advance approval is required for use of private vehicle when airfare is the normal means of transportation.

#### *Procedure - Traveler*

1. Obtain prior approval to use personal vehicle to conduct University business if you intend to request reimbursement for miles. A valid driver's license is required.
2. Maintain a *mileage log* containing name, dates, times, location of destination, and the purpose of the trip.
3. After each trip or within 21 days (if multiple trips are to be made), whichever is less, submit request for reimbursement via I-Travel, **OR**
4. Complete a *Travel Reimbursement Form* for mileage and submit to Business Operations Office.
5. The reimbursement will be processed by the Business Operations Office. Expect reimbursement 10-15 days **after** submitted to Accounting.

### **University Vehicles – Fleet Services**

*Policy Summary:* University vehicles shall be used for **official** University business **only**. Responsibility for the vehicle belongs to the department authorizing its use. All operators must have a valid driver's license.

#### *Procedure - Traveler:*

1. Complete a *Vehicle Request Form* and email to SOM ticket system @ [helpdesk@medsch.ucr.edu](mailto:helpdesk@medsch.ucr.edu) as soon as you know you need a campus vehicle.
2. Reservations for a vehicle will be made for you pursuant to the information provided on the form.
3. You will receive a reservation confirmation from the Business Operations Office.
4. It is the user's responsibility to pick up and drop off the vehicle at requested time at the Fleet Services Corp Yard: <http://fleet.ucr.edu/about.html>

### **Car Rental**

*Policy Summary:* The University has car rental agreements for **Hertz** (Contract #72131) and **Enterprise** (Contract #XZ32N01). These rental agreements, for official University business, are available through Connexus, UC's travel program portal, and

offer value added benefits that include insurance coverage at no additional charge as well as honoring current promotional pricing available outside of our contract.

*Procedure – Traveler:*

1. Make reservation through Connexus or call a Hertz or Enterprise agency and cite the contract code. Arrange for rental car at least 24 hrs in advance.
2. You will be required to provide your UCR Corp Travel Card or personal credit card information. Rental cars cannot be paid via a purchase order.
3. Understand the terms of rental agreement such as after-hours drop-off times, gasoline charges, and insurance coverage.
4. Upon arrival at the rental customer service counter, the renter should decline additional insurance (CDW-Collision Damage Waiver, PAI-Personal Accident Insurance and PEC-Personal Effects Coverage). **The purchase of additional insurance will not be reimbursed by the University.** CDW and LDW (Liability Insurance) is provided automatically as part of the University's agreement. Keep all receipts.
5. Employees are advised to check with their own personal insurance company to see what coverage, if any, they have pertaining to rental vehicles.
6. If involved in an accident while using a rental car contact: a) local police, b) rental car agency where you rented the vehicle, c) report the incident to campus Risk Management (x2-5892) and d) SOM Business Operations Office.
7. Submit reimbursement for rental car expenses via I-Travel and deliver original rental agreement to Business Operations Office **OR** complete a *Travel Reimbursement Form* and attach the original rental agreement and give to Business Operations Office.
8. The reimbursement will be processed by the Business Operations Office. Expect reimbursement 10-15 days **after** submitted to Accounting.

*Procedure – Transactor:*

1. Confirm SOM SAA has established a travel role for traveler in UCR iTravel system.
2. Instruct traveler to set up iTravel profile.
3. SOM Travel Coordinator ensure establishment of Connexus travel profile.
4. Provide traveler with Fleet reservation information if reserving University vehicle.
5. Process reimbursement through iTravel. If University vehicle was used, Fleet Services will process a monthly billing to department.