

Policy for the Utilization of Personal Vehicles for University Business and Mileage Reimbursement

This policy is developed in accordance with the Office of State Purchasing and Travel PPM 49.

The purpose of this policy is to provide clarification to PPM 49 and to provide for effective and efficient administration of this policy. This policy is for In-State Travel.

The following employees/positions are allowed to use personal vehicles for University business;

- President, Executive Vice President, V.P. Academic Affairs, Chief Business Officer, V.P. Student Affairs, Assistant V.P.'s in the above listed areas and Deans of all Colleges.

- Any employee working under a contract or grant award where the sponsor is willing to cover travel expenses beyond state travel policy, i.e. LSBDC.

The above listed personnel will be exempt from the 99 mile maximum reimbursement for personal vehicle use.

All other employees/positions will be required to use a university vehicle or rental vehicle in accordance with the Revised State Motor Pool Rental Contract.

Use of personal vehicles except as noted above is subject to the 99 mile maximum reimbursement.

All mileage reimbursements will be at the current rate as listed in PPM 49.

Students shall not be authorized to drive state-owned, rented, or personal vehicles for use on official state business if not employed by the State, i.e. student workers or graduate assistants.

Only individuals who have completed the Driver Safety Program and who have been authorized by the University President or his designee shall operate vehicles on University business. Individuals shall operate only those vehicles for which they are licensed. The ULM Driver Safety Program applies to all drivers of licensed vehicles owned, leased and /or rented by the University, private vehicles used on University business, as well as unlicensed motorized utility vehicles operated on University property.

All exceptions to this policy will be handled on a case by case basis and shall be requested in writing through the Chief Business Officer or the President.