Staff members who use privately owned cars in the performance of their duties shall have valid automobile insurance coverage. Staff members not having valid automobile insurance coverage are prohibited from using their vehicles for University business.

University owned vehicles may be used for University travel subject to University policy and availability.

- Request a vehicle through the Office of Public Safety by completing the University Vehicle Request form.
- Operators must be University employees and are required to have a valid driver's license.
- Secure a credit card to cover the cost of gas and oil if needed from the Office of Public Safety.
- Expenses for tolls and parking will be reimbursed at the actual cost incurred.
- Operators are responsible for fines due to motor vehicle infractions.

Original receipts (paper when possible and/or electronic) must be submitted for all expenses except meals.

Verification of mileage is required via googlemaps, mapquest, etc.

The original travel request form, now approved and signed by all appropriate administrators, should be resubmitted with receipts upon completion of travel.