

OLD DOMINION UNIVERSITY  
DEPARTMENTAL  
FINANCIAL AND ADMINISTRATIVE  
PROCEDURES AND PRACTICES MANUAL

TITLE: Use of Personal Vehicles

Proc #: 6-712

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**A. PURPOSE**

The purpose of this guideline is to outline the acceptable use of personal vehicles for official University-related business. The use of the Enterprise Rent-A-Car contract for official business travel is preferred and should be used when available unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

**B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)**

Individual travelers  
Budget Unit Directors  
Office of Finance

**C. PROCESSING CYCLE**

Daily or upon need arising for business travel

**D. REQUIRED RESOURCE MATERIALS**

Estimated Cost of Proposed Travel Form - online  
Travel Expense Reimbursement Form – online  
Business Related Meal Expense Statement - online  
Hotel Zero Balance Receipt  
Misc. Receipts

**E. GOVERNING POLICIES AND PROCEDURES**

CAPP Section 20335 – “Travel Regulations” - most recent effective date  
University Policies #1051, 1052 and 1054 combined  
Internal Revenue Code Sections Governing Business Expenses  
ODU Training Materials

**F. CROSS REFERENCE TO OTHER PROCEDURES**

CAPP Topic # 20310, “Expenditures”  
CAPP Topic # 20315, “Prompt Payment”  
CAPP Topic # 20336, “Agency Travel Processing”

**G. OTHER ODU OFFICES IMPACTED**

Office of Finance – Accounts Payable

**H. INVOLVEMENT EXTERNAL TO ODU**

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APPROVED BY: William R. Fisher

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PAGE NO: 1

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Vendors providing travel related goods or services to ODU employees on official University business.

**I. PROCEDURE:**

1. Employees are permitted to use their personally owned vehicle when a personally owned vehicle is cost-beneficial to the University.
2. Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at a lower rate.
3. The Personal Vehicle Use Statement at the top of the Travel Expense Reimbursement Voucher should be checked with the appropriate choice.
4. It is expected that a good faith effort will be made to use the Enterprise Rental contract when practical. Generally, a personal vehicle is considered cost beneficial under the following circumstances:
  - a. When occasional travel is planned for distances up to 100 miles per day. **For overnight travel, consider the average daily mileage over the period.**
  - b. For constant daily routine travel.
  - c. When an emergency exists and is approved by the agency head or designee.

For all other circumstances, the OFMS TRIP CALCULATOR should be used routinely to obtain the Enterprise vehicle cost for the cost benefit analysis.

**5. Cost Benefit Analysis –**

A copy of the cost benefit analysis must be attached to the Travel Expense Reimbursement Voucher when using your personal vehicle. To obtain a true cost comparison, estimate the cost of gas and add to the cost of using an Enterprise vehicle.

The URL shown below will link you to OFMS TRIP CALCULATOR Excel file. You will be shown a File Download dialog box where you will be prompted to “open” or “save.” When you open the file, you will see a security warning. You must “enable macros” to use the file (see sample of completed form).

<http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=0nraoSLde90%3d&tabid=170>

6. Failure to provide the cost/benefit analysis when the daily mileage is 100 miles or more will reduce the reimbursement rate.

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- 7. Mileage vs Air Travel** - When travel is by personally-owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. **Comparative statements should be attached to the travel voucher for reimbursement.**
- 8.** The reimbursement rate is reduced for state employees under certain circumstances or for any person who travels over 15,000 miles in a fiscal year. Contact the Accounts Payable Manager for additional details.
- 9.** Reimbursement will be made only for costs incurred while the traveler is in an authorized travel status.
- 10.** Transportation costs that are not reimbursable during an employee's regular work day will not be reimbursable if the employee is required to work on a day other than a regular work day. For example, commuting costs incurred on a non-regular work day are not reimbursable.
- 11. Commuting Mileage - Round-trip** mileage traveled routinely *and directly* by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. *An employee can have only one assigned base point.* Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable. Total commuting distance is measured as the mileage from an employee's residence to base point and return.
- 12. Residence as Base Point.** *An employee can have only one base point, even if the employee has multiple work locations. It is the agency's responsibility to assign the base point to be used for reimbursement purposes.* The employee's residence can be assigned by the agency as base point where it is considered cost beneficial to the State. In this case, the mileage driven from the employee's residence to one or more temporary work locations, including the employee's central office, is official State business mileage and is fully reimbursable.
- 13.** Agencies are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee's residence as their base point is authorized only when justifiable.

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**14.** Personal mileage reimbursement for out-of-country travel will be at the rate established in the current Appropriations Act.

**15. Mileage Reimbursement Rates** – Effective for travel occurring or reimbursed AFTER January 1, 2009, the mileage reimbursement rates for Old Dominion University employees for use of a personal vehicle for official business travel are:

The rate of 24.6 Cents Per Mile applies . . .	The Current IRS business rate of .55 Cents Per Mile applies. . .
. . . when the daily mileage is 100 miles or more if no cost/benefit analysis is provided to justify use of a personal vehicle.	. . . when the daily mileage is less than 100 miles.
	. . . when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.
NOTE: Reimbursement rates are reduced to 13 cents per mile for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then the rate shall be <b><i>the current IRS rate of .55 Cents per mile.</i></b>	

**Records Retention:**

Original travel documentation should be maintained along with the associated travel expense reimbursement vouchers in the Office of Finance agency file for three years.

**Contacts:**

For questions regarding this procedure and/or practice contact the Disbursements – Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-nnnn.

For problems, complaints or to request an exception contact the Assistant Controller for Disbursements at 683-4262 or the University Controller at 683-4983.