

Southeastern Louisiana University Policy for utilization of personal vehicles/rental vehicles

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

The purpose of this policy is to provide clarification/exceptions to PPM 49 and to provide for effective and efficient administration of this policy. This policy is specifically for in-state travel.

PPM 49 now requires the use of a state owned vehicle or rental vehicle from Enterprise Rent-A-Car State Motor Pool Rental Contract when a state vehicle is not available to be used by any employee and/or authorized traveler who is eligible to receive the mileage allowance when travelling more than 99 miles in a trip. For trips less than 99 miles, employees should utilize a state vehicle when available. They may utilize their own personal vehicle and receive mileage reimburse not to exceed a maximum of 99 miles per round-trip and/or day at the state approved rate or may rent a vehicle from Enterprise Rent-A-Car State Motor Pool Rental Contract.

As outlined in PPM 49, the President may give approval to a particular program based on a documented reason that is in the best interest of the University. Based on the above, the following program(s) are allowed to use personal vehicles for University business and receive reimbursement for actual mileage:

- Any faculty or staff member who is responsible for traveling to high schools to participate in the University's Early Start program.
- Any faculty or staff member who is required to supervise or observe instructional activities of our students.
- Any employee working under a contract or grant award where the sponsoring agency has approved in-state mileage limits beyond 99 miles per day as outlined in PPM 49.

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 drivers who have completed the Driver Safety Program and 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. Southeastern's 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 un-licensed 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 employees Vice President to the President.