

USE OF PRIVATE TRANSPORTATION

If a privately-owned automobile is used for an authorized District trip, the driver must be legally licensed, and must have, and present for approval, a copy of the current insurance policy covering the vehicle to be used. Private cars are used at the risk of the registered owner — the College will not assume any liability or responsibility. Proof of insurance must be on file in the Fiscal Services office **prior** to the trip.

When claiming mileage reimbursement for use of a private automotive:

1. Reimbursement is made at the current mileage rate established by the Internal Revenue Service for business use of a personal auto.
2. When public conveyance is practical and less expensive than mileage reimbursement, but the individual(s) involved prefer(s) to use a private auto, the approved travel allowance will be the cost of the public conveyance in lieu of mileage.
3. If an employee is attending a local meeting, and leaves from home to attend the meeting in lieu of going to campus first, only the **difference** between the mileage from home to campus and home to the meeting is reimbursable. The same principle applies when leaving an afternoon meeting if the employee does not return to campus.