

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY
NAME: Private Vehicle Use

POLICY
NUMBER: 6105

A. PURPOSE

To provide guidance on the use and reimbursement for using a private vehicle for College or System Office business. Additional guidance is available in the NSCS Travel Manual.

B. DEFINITIONS

1. **Volunteers:** A volunteer is anyone who chooses to perform services without compensation or expectation of compensation and who performs a task at the direction of and on behalf of a College or the System Office. A volunteer must be officially accepted prior to performance of the task via successful completion of one of the Volunteer Service Agreement Forms as prescribed by the System Office. (As defined in Policy 5025).

C. POLICY

1. Private Vehicle Use

Every person authorized to operate a private vehicle for College business shall have completed a defensive driving course approved by the Nebraska Transportation Services Bureau. Employees, volunteers, or student trustees that choose to use a private vehicle for College business must have a valid driver's license and valid personal automobile insurance. Authorized persons are entitled to be reimbursed on a per mile basis based on the circumstances.

1.1. No State Fleet Vehicle Available

If there is no appropriate state vehicle available for business travel and the traveler chooses to use their own personal vehicle, they will be reimbursed at the high-mileage rate established by the Chancellor.

1.2. Written Approval

When a traveler has received written authorization to use a personal vehicle, the reimbursement rate will be the high-mileage rate established by the Chancellor.

1.3. State or Fleet Vehicle Available

If a traveler chooses to utilize a personal vehicle when a state or fleet vehicle is available, they will be reimbursed at the low-mileage rate established by the Chancellor.

2. Mileage Claims

If trips included in an expense claim are made by personal vehicle, only one (1) mileage claim shall be allowed for each mile actually and necessarily traveled by the most direct and efficient route, regardless of whether one (1) or more persons are transported in the same motor vehicle. Exceptions to the most direct route will be allowed for unusual circumstances such as road closures or accidents if documented by the traveler. No expenses beyond the mileage reimbursement will be paid for personal vehicle use. When mileage for a personal vehicle is claimed, the travel management system reimbursement request shall include the following information:

- Start and stop points for travel segments
- Time of departure and arrival
- Purpose for the trip
- Related receipts for tolls and parking fees
- Rate per mile claimed
- If the higher rate for personal mileage reimbursement is being claimed because no state or fleet vehicle was available, the approval document should be included with the claim.

3. Miscellaneous Expenses

Parking fees and toll charges incurred while on business can be reimbursed with appropriate receipts and documentation.

FORMS/APPENDICES:

None

SOURCE:

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| Legal Reference: | Neb. Rev. Stat. 81-1174 | Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation |
| | Neb. Rev. Stat. 81-1175 | Reimbursement for expenses; vouchers; written authorization; exceptions |
| | Neb. Rev. Stat. 81-1176 | Mileage rates; how computer; adjustments; application |
| | Neb. Rev. Stat. 85-316 | State colleges; funds; contingencies; disbursements; travel expense |
| | Neb. Rev. Stat. 81-1014 | Privately owned vehicles; mileage allowance; conditions |

Policy Adopted: November 2021