

Transportation

When traveling on behalf of the college, authorized employees may use a college-owned vehicle, if one is available, or may use their personal vehicles and will be reimbursed for mileage. At the time of the request a determination will be made if a college vehicle is available. If a college vehicle is available and the employee elects to take their own vehicle, the employee will be reimbursed at the college **car** rate set annually each July 1. If an employee requests to take a college vehicle and one is not available, the employee will be reimbursed the IRS standard mileage reimbursement rate. Effective each July 1, the college utilizes the IRS standard mileage reimbursement rate in effect on the preceding March 1. This revision shall take effect July 1, 2015.

Anyone driving a college vehicle must have a copy of his/her driver's license on file in the vehicle office.

Students will not be allowed to drive college vehicles with the following exceptions: prior written approval is given by the president or his/her designee, or an emergency exists.

Other exceptions may be authorized by the president on a case by case basis.

Amended 5/17/99 effective 7/1/99, amended 3/9/06 effective 7/1/06, amended 3/12/15