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**Name:** Travel – Use of Personal Vehicle  
**Policy Number:** 4-3005  
**Origin:** Financial Services  
**Approved:** 1 April 1992  
**Issuing Authority:** Senior Director, Financial Services  
**Responsibility:** Manager, Procure to Pay Services  
**Effective Date:** 2019-OCT-21  
**Revision Date(s):** 1993-MAR-01, 2007-SEP-01, 2011-JUN-01, 2019-OCT-21

When it is appropriate to use personal vehicles and subject to approval, use of a personal vehicle may be claimed. Current reimbursement rates may be found on the [Financial Services website](#). A [Reimbursement Form](#) is to be completed indicating places of travel and distances covered. Google maps of the routes are to be included with the report to substantiate 2.7(e)-6.47-155(t)1.