

Private Vehicle Use

Reimbursement will be made only for the method of transportation which is in the best interest of the CSU, considering both direct expense as well as the employee's time. Provided the mode of transportation selected does not conflict with the needs of the campus or this policy the employee may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel. State contracted rates and fares should be obtained when such rates and fares are available. A justification will be required when failure to obtain these rates occur.

The campus has determined that the use of a personal vehicle as a mode of transportation is not always in the best interest of the campus. A University traveler must use a rental car from an authorized rental car company when the anticipated round-trip mileage exceeds the amount noted in the following table for the planned number of travel days:

Travel Days	Miles Driven Greater Than
1	100
2	200
3	300
4	400
5	500
6	600

A justification will be required when a personal vehicle is used in violation of this policy.

Additional information related to automobile travel, including authorized drivers and insurance requirements, can be found in the University Policy and Risk Management Criteria for Driving on University (State) Business.