

BUSINESS POLICY LETTER

TO: All Members of the University Community

2003:15

DATE: November 2003

PERSONAL ASSIGNMENT OF UNIVERSITY VEHICLES

(Supersedes 97:54)

I. POLICY

The University will provide assigned vehicles to the President (see E. 1.), the Vice Presidents, and other University employees where required by University responsibilities.

II. PROCEDURES:

A. Guidelines

1. The vehicles are to be used in the execution of University responsibilities for business purposes (including personal use incidental to the business purpose) and for commuting. Other personal use of these vehicles is not permitted.
2. The vehicles assigned are limited to North American-made automobiles of General Motors, Ford or DaimlerChrysler.

B. Procurement

1. Purchase of the automobile through the Motor Pool is the method of acquisition.
2. The approval of the President (or the President's designee) will be required for purchase orders covering personally assigned vehicles.
3. The vehicles will be licensed and insured by the University.
4. The assignee/employee will maintain original records of registration and vehicle maintenance.
5. The assignee/employee will obtain necessary oil company credit cards and accident reporting forms and procedures.
6. The assignee/employee will obtain regular, passenger car license tags for personally assigned vehicles and be reimbursed by the University.
7. The Motor Pool will bill the appropriate department a rate to cover the vehicle, license tags and insurance.

C. Accounting

1. The Finance Office will maintain fixed asset records for each vehicle and facilitate the direct charge and/or charge-back accounting transactions.

2. The Finance Office will provide forms for personal mileage reporting in accordance with IRS Code Section 179.
[Click here to download log](#)

D. Personal use

1. It is anticipated that the assigned vehicles will be garaged at the homes of the respective employees for tax reporting purposes. The Office of the Vice President for Administration and Finance and the Finance Office must be advised if other garaging arrangements are made.
2. The use of the vehicle for commuting and incidental personal use associated with University business is considered taxable personal income. The value of this income will be calculated annually, for the period December 1 through November 30, and added to the employee's IRS Form W-2 for tax reporting purposes.
3. Employees are required to maintain a vehicle usage log for each assigned vehicle (in accordance with IRS Code Section 179). The log will include beginning and ending odometer readings for the reporting period and miles driven for commuting and incidental personal use. The Finance Office will provide the form for this log.
4. The assigned vehicle is to be driven only by an employee of the university, the assignee/employee's spouse, or other University authorized user. All drivers must be approved in advance, in accordance with the University's Travel and Transportation Policy.

E. Approvals and controls

1. Approval for the vehicle assigned to the President will be included in the President's employment contract with the Board of Trustees.
2. Vehicles assigned for use by the Vice Presidents and other employees will be approved by the President.

Richard Duffett, Vice President
Administration and Finance

Contact: Finance Office