## DRIVING FOR YOUR TRIP?

Make sure you have a Motor Vehicle Record on file.

Driving Dept. Vehicle

Verify availability with Front Office

If using the 12 passenger van, make sure certification w/ EHS is completed.

Need gas? Use blue "key" at Fleet station pump or Voyager Card at public gas stations. Can use Procard only if necessary.

If approved stations are unavailable, use Procard and keep receipts. Driving Personal Vehicle

Fill out and submit a Personal Vehicle Authorization form

Mileage will be reimbursed through Concur from your workstation or residence, whichever is closer.

If the trip is over 500 miles one way, a <u>cost comparison</u> as well as an <u>air vs auto form</u> are necessary for expense reporting. You will be reimbursed for the lower fare.

<u>Driving</u> <u>Rental</u> <u>Car</u>

Preferred method is to book through UK Travel Vendor. If combining personal & business, must book directly w/ rental company (not Concur)

INSURANCE: not allowable for domestic (covered under UK). Allowable for international (including Canada & US territories)

Need gas?
May use
Procard or
personal
card.