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TRAVEL POLICY AND PROCEDURES MANUAL

GROUND TRANSPORTATION

Travelers are expected to travel via the least expensive, most direct, and efficient means available. This includes University-owned vehicles, taxis, limousines, transporter services, and rail service.

· Employees traveling to the same destination should consider sharing ground transportation whenever possible

UNIVERSITY-OWNED VEHICLES

- University-owned vehicles shall be used for official business only.
- · An operator of a University-owned vehicle shall only transport passengers traveling on official University business.
- A mileage log must be maintained for each University-owned vehicle, identifying the date and purpose of each trip and the beginning and ending odometer reading.
- Reimbursement will be allowed for necessary expenses, such as charges for fuel, oil, garaging, parking fees, toll charges, and reasonable charges for car washing.
- Any operator of a University-owned vehicle must be employed by, or working on behalf of, the University and have a valid driver's license to be covered by the University's Automobile Insurance
 Policy.

ACCIDENTS INVOLVING UNIVERSITY-OWNED VEHICLES

Any accident in which a University-owned vehicle is involved must be reported in writing on a Loss Notice Form to the Treasurer's Office, (413) 587-2050, as soon as possible (see Appendix K).

- Travelers are advised to give the other driver the University's insurance company's name and number, Hanover Insurance, (900) 332-2770:
- * UPDATE! All accidents, visit http://www.umass.edu/vehicle/accident.html for information and forms.

Receipts for taxis are only required for taxi fares exceeding \$25.00.

LIMOUSINE/TRANSPORTER SERVICES

- Limousine and transporter services are allowed as reimbursable expenses only if the cost is less than, or equal to, the cost of a customary taxi charge.
- Service for these modes of transportation that exceed the costs of a customary taxi charge are allowed only when justified business reasons preclude the use of more economical modes of transportation.

RAIL SERVICE

Travelers may use rail service as a means of transportation when convenience and financial savings are achieved.

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Web Site Development by The Controller's Office For questions or comments regarding this site please contact A. Tan



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Following are examples of mileage logs that meet the University Policy, others may be acceptable. Contact Transportation Services at (413) 545-4682 for more information and options.

1 of 1 9/7/2011 1:21 PM

Example 1 - This is a commercially available option. It conforms to the University Policy and can be purchased thru W.B. Mason.



Available from W.B.Mason Part No: DOM-770 @ \$2.20ea

	Destination			Mileage	Reading	Business Miles	Name of User
Date		Business Purpose		Beginning of Trip	End of Trip		
			1				
-			- !				
	•					- 1	
7						- 1	
			1				
			-				
		reading		Total	business miles		
	Total mile	es driven	=				

This is an example of a mileage log that fulfills University Policy, it can be downloaded by clicking this page.



VEHICLE DAILY USE REPORT

For University Leased Vehicles Only

	Month Ending// Assignee Name			Department						
Ass								Place of Garaging	-	
e of	Destination	Bus. / Per.	Beginning Odometer	Ending Odometer	Total Mileage	Beginning Time	Ending Time	Name of Operator		Signature
		-								
				·						

bove re	presents the total use of vise indicated and was o of for any traffic or parking	this vehicle perated in a	for the Month	n of rith University	, 19 Policy for use	I certify thate of motor vehicle	t the vehicle	was used for official University ssignee or operator of this vehic	business	

	Start						End	
	Date	Time	End Time	Name/Driver	Destination	Start Mileage	Mileage	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Vehicle Defect Sheet

Vehicle Defect Sheet

Date:		Vel	nicle#		Date:	Vehicle#			
	Driver	Start Mileage	End Mileage	Destination	Unit	Driver	Start Mileage	End Mileage	Destinati
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
Notes:					Notes:				
If you are vehicle, ir	e the first driver ncluding fluids.	of the day, you	must circle	check this	If you ard vehicle, in	e the first driver ncluding fluids.	of the day, you	ı must circle (check this
uel	Ga	allons	Mileage		Fuel	Ga	allons	Mileage	
)il	Qι	ıarts	Mileage		Oil	Qu	ıarts	Mileage	
Coolant	Qι	ıarts	Mileage		Coolant	Qı	ıarts	Mileage	
teering Flui	id Pin	nts	Mileage		Steering Flu	id Pi	nts	Mileage	