

## TRAVEL POLICY AND PROCEDURES MANUAL

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### 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, (800) 932-2770.~~

**\* UPDATE! All accidents, visit <http://www.umass.edu/vehicle/accident.html> for information and forms.**

### TAXIS

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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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.

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**

[illegible]

Ending mileage reading \_\_\_\_\_  
Beginning mileage reading \_\_\_\_\_  
Total miles driven \_\_\_\_\_  
(including personal & business miles)

[illegible]

Total business miles

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	<b>DEPARTMENT</b> This is an example of a mileage log that fulfills the University Policy, it can be downloaded by clicking this page.						
	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Name/Driver</b>	<b>Destination</b>	<b>Start Mileage</b>	<b>End Mileage</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

## Vehicle Defect Sheet

<b>Date:</b>	<b>Vehicle#</b>
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	Driver	Start Mileage	End Mileage	Destination
1				
2				
3				
4				
5				
6				
7				

<b>Notes:</b>
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<b>If you are the first driver of the day, you must circle check this vehicle, including fluids.</b>
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Fuel	Gallons	Mileage
Oil	Quarts	Mileage
Coolant	Quarts	Mileage
Steering Fluid	Pints	Mileage

## Vehicle Defect Sheet

<b>Date:</b>	<b>Vehicle#</b>
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Unit	Driver	Start Mileage	End Mileage	Destination
1				
2				
3				
4				
5				
6				
7				

<b>Notes:</b>
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<b>If you are the first driver of the day, you must circle check this vehicle, including fluids.</b>
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Fuel	Gallons	Mileage
Oil	Quarts	Mileage
Coolant	Quarts	Mileage
Steering Fluid	Pints	Mileage