

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	11/13/2002
Policy	1.13	Use of Personal Automobile	Revised	02/24/2004

Audience:

All Logistics employees.

Purpose:

To provide guidelines and standards for the use of personally owned automobile while conducting departmentally required business between points within the UTMB Galveston campus.

Policy:

Employees should use the UTMB shuttle service or a UTMB owned vehicle to go to and from the main campus. If an employee chooses to use a personal vehicle, it will be at the employee’s own cost and risk, and no reimbursement for mileage or parking will be made.

Exceptions:

Exceptions to this policy must be approved in advance by Leadership. Employees will be reimbursed at the rate schedule below.

Rate Schedule:

The standard mileage between 1902 Harborside and locations within the UTMB campus shall be 4 miles round trip.

The standard mileage between 1902 Harborside and Shearn Moody Plaza shall be 1.5 miles round trip.

The standard mileage between 1902 Harborside and Open Gates shall be 2 miles round trip.

The standard mileage between 1902 Harborside and 47th Street shall be 5.5 miles round trip.

The standard mileage between 1902 Harborside and Ferry Road Apartments shall be 5 miles round trip.

The above standard mileage is inclusive of any mileage required to find suitable parking, driving within a parking garage, and moving vehicle from building to building within the same time frame. No additional mileage will be given for these or similar circumstances.

Approved by Leadership: _____

Date: _____

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Procedure:

- Employees who are required to meet with customers away from their normal place of work should make every effort to schedule meetings to reduce the number of trips driven in the personally owned automobile.
- The employee should keep a log of date and time of the appointment, the name of the department visited, the name and phone number of the contact person, and the reason for the visit.
- The log should be signed by the employee seeking reimbursement and the operational leader.
- The log with original signatures should serve as support for the employee's request for reimbursement.