FACILITIES, PLANNING & ENVIRONMENTAL SAFETY
FLEET OPERATIONS
ADMINISTRATIVE CHARGE FOR VEHICLE USAGE

PROCEDURE #F&P-4830-15

PURPOSE

To provide a uniform policy statement and procedures to be utilized in charging for the use of University-owned/leased vehicles.

OBJECTIVE

To establish a uniform system of "Charging Back" to the departments for the use of cars, vans and trucks.

POLICY

Charges for the use of University-owned vehicles, requested through the fleet operations, will be at the following rates (in accordance with federal and state regulations):

A. All vehicles-- $.76 per mile (subject to change based on IRS yearly changes)
B. Permanently assigned vehicles will have a direct chargeback to their department, monthly, for all types of work performed, i.e., tires, oil, gas, parts, labor, accident repairs, etc.

PROCEDURE

A. The determination that adequate funds are available for requested travel lies with the department Vice Presidents/Deans.

B. The Vice President and/or Dean, or a designee, for each department(s), will be responsible to ensure that the travel budget(s) that they are responsible for is/are updated as each request is approved to ensure available funds are current.

C. Budget and Accounting policies for charge backs:

The Accounting Services Department will charge monthly state vehicle usage to the appropriate department (fund center) on a monthly basis. The information will be provided by Facilities, Planning and Environmental Safety. The offsetting accounting entry will be a credit to the Vehicle Maintenance organization with a specific sub-object for vehicle charge backs.

The fleet rental vehicles will be charged at the rate of $.76 per mile. The cost of the permanently assigned vehicles will be charged to the appropriate fund center provided by the department. These costs will not be calculated using mileage but for the direct costs of maintaining that vehicle.