

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Development/Admissions/Facilities Services
Subject:	Vehicle Use Policy for Development and Admissions Staff
Date Issued:	September 1, 2005
Date Revised:	April 19, 2011; April 13, 2016
Approved By:	Reviewed by Cabinet, Approved by the President

I. Policy/Procedure

The following policy is designed specifically for the staff in the Development and the Admissions offices. The purpose of the policy is to specify the guidelines for use of Luther College vehicles, to outline the conditions for receiving the IRS mileage rate and to give guidance regarding mileage reimbursement for the use of personal vehicles.

II. Scope

The policy applies to all Development and Admissions' staff members who are required to travel as defined in their job descriptions while conducting Luther College business.

III. Terms and Definitions

- Fleet vehicle – a motor vehicle that is owned by Luther College and available for use by Development and Admissions staff to conduct College business. Refer to the *Fleet Vehicle and Auto Use Handbook* for a listing of authorized fleet vehicles.
- Personal vehicle – a motor vehicle that is owned and maintained by an individual person
- LC personal rate – the mileage reimbursement rate used when a college fleet vehicle is available but circumstances warrant the use of a personal vehicle to conduct Luther College business. Reimbursement to the individual on a per mile basis is the same as the Luther fleet rate.
- IRS personal rate – the mileage reimbursement rate used when a college fleet vehicle is not available and a personal vehicle is used to conduct Luther College business. Reimbursement to the individual on a per mile basis is based upon the Internal Revenue Service (IRS) standard mileage rate based on the fixed and variable costs of operating a vehicle and is subject to change by the IRS.

IV. Procedures and Guidelines

Development and Admissions staff beginning their employment at Luther College after September 1, 2011, should check out a fleet vehicle from Facilities Services for travel on college business.

- Development or Admissions staff hired prior to September 1, 2011, and who had been granted a monthly auto allowance will now receive the IRS personal rate for business travel.

- Staff may use their personal vehicles for college business when a college fleet vehicle is not available or when approved in advance by their respective Vice President. In these cases, staff will be reimbursed at the IRS personal rate for business travel. Staff who do not live in the Decorah area and do not have access to the Luther College vehicle fleet will be reimbursed at the IRS personal rate.
- The general guidelines as outlined in the *Luther College Auto Use Handbook* will apply to all staff using Luther fleet vehicles.

V. Confidentiality and Record

The records maintained for the purposes of the auto allowance plan and the mileage reimbursement process are kept in the Office for Financial Services.