

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, (800) 332-2778.~~

*** 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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Following are three 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.

DEPARTMENT

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

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

Vehicle Defect Sheet

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

Notes:

If you are the first driver of the day, you must circle check this vehicle, including fluids.

Fuel	Gallons	Mileage
Oil	Quarts	Mileage
Coolant	Quarts	Mileage
Steering Fluid	Pints	Mileage

Vehicle Defect Sheet

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

Notes:

If you are the first driver of the day, you must circle check this vehicle, including fluids.

Fuel	Gallons	Mileage
Oil	Quarts	Mileage
Coolant	Quarts	Mileage
Steering Fluid	Pints	Mileage