

Wartburg College

Business Mileage Reimbursement & Local Vehicle Policy

September 1, 2011

Scope & General Policy Statement:

This policy applies to business related ground transportation originating from the local area. Enterprise Rent-A-Car provides rental vehicles to drivers for College related business travel. Drivers, as used herein, refers to Wartburg College employees and other related individuals (such as students, speakers, job candidates, etc.) that have a valid driver's license and are at least 21 years of age. Before being allowed to drive a vehicle covered by Wartburg's insurance, which would include Enterprise vehicles, the College reserves the right to have an individual's driving record checked through the Maintenance Office. There is a charge of approximately \$10.00 per license check. The department requesting individual (s) to drive will incur the cost of the license check. It is the responsibility of the individual driver to notify the Maintenance Office if there is a change to your driving record or driver's license.

Rentals are available for Wartburg College business to any faculty, staff member, or student, prospective employee, speaker, or performer age 21 or older, with a valid driver's license, which meets our insurance carrier's requirements (i.e. good driving record).

Student Drivers:

Each student driver must have their driving record checked annually by completing the on-line motor vehicle record request form found at <http://www.wartburg.edu/forms1/mvr.html>.

Student drivers must be certified drivers through the Maintenance Office. Student drivers are required to pass a one-time driving test, done by the Security Office.

Student drivers must be 18 years old to drive Wartburg owned vehicles. Drivers of rental vehicles must be 21 years of age.

Cost options:

Below are two tables that summarize the various vehicle options. The two tables are split between "Miles Driven Less Than" in the first table and "Miles Driven More Than" in the second table. These mile limits are based on average daily business miles driven during the time the vehicle is needed. Daily is considered a 24 hour period, starting at the time the vehicle was requested to be available. There is a minimum one day charge, even if the vehicle is needed for less than a 24 hour period.

For trips *less than* certain average daily miles (varies by number of travelers), individuals are encouraged to use their own vehicle, when possible, and receive a reimbursement of \$0.41 per mile (Option 1). As an alternative, the individual can reserve a vehicle through the College (Option 2), however, if the average daily miles are less than those included in the chart below, it will cost the department more money to reserve a vehicle through the College. No personal vehicles will be allowed to be used that carry 8 or more passengers. See table that follows:

Average daily miles driven LESS than established miles (varies by number of travelers):

Number of business travelers	Miles driven less than:	OPTION 1			OPTION 2		
		Use own vehicle	Reimbursement rate per mile		Reserve vehicle through the college		
				Vehicle size	Daily vehicle charge	Mileage charge	
1	120		\$0.41	Economy	\$37 + gas	N/A	
2-4	160		\$0.41	Standard	\$46 + gas	N/A	
5	180		\$0.41	Full	\$50 + gas	N/A	
6-7	260		\$0.41	Mini-Van	\$62 + gas	N/A	
8-11	N/A		N/A	11 passenger van	\$125 + gas	N/A	

Some of the smaller vehicles, such as economy, may not have cruise control.

For trips *more than* certain average daily miles (varies by number of travelers), individuals are encouraged to reserve a vehicle through the College (Option 1). As an alternative, the individual can use their own personal vehicle (Option 2); however, the reimbursement will be limited as noted in the table below.

Average daily miles driven MORE than established miles (varies by number of travelers):

Number of business travelers	Miles driven more than:	OPTION 1			OPTION 2	
		Reserve vehicle through the college			Use own vehicle	
		Vehicle size	Daily vehicle charge	Mileage charge		
1	120	Economy	\$37 + gas	N/A	\$0.41 per mile reimbursement, limited to *	
2-4	160	Standard	\$46 + gas	N/A	\$37 per day, plus \$0.11 per mile	
5	180	Full	\$50 + gas	N/A	\$46 per day, plus \$0.12 per mile	
6-7	260	Mini-Van	\$62 + gas	N/A	\$50 per day, plus \$0.13 per mile	
8-11	N/A	11 passenger van	\$125 + gas	N/A	\$62 per day, plus \$0.17 per mile	
					N/A	

* The limit is the total estimated charge that would have been incurred if a College vehicle were used.

For example, if you are attending a meeting in Des Moines (assume 290 miles round trip) to return the same day and another Wartburg employee is riding along, reserve a College vehicle for that trip. If you decided to drive your own vehicle and allow the other employee to ride with you, your reimbursement would be limited to \$80.80 (\$46 + \$0.12 x 290 miles), as opposed to \$118.90 (\$0.41 x 290 miles).

Any request for mileage reimbursement should be made by completing a "Mileage Reimbursement" or "Travel Expense" form located at <http://www.wartburg.edu/controller/> and then including such amount(s) as part of the out-of-pocket (OOP) expenses within the Wells Fargo P-Card system. The related form that was completed should be submitted to the Business Office to support your OOP request.

Weekly and monthly rentals are available, which are noted below:

	Weekly	Monthly
Economy	\$204 + gas	\$814 + gas
Standard	\$253 + gas	\$1,012 + gas
Full Sized	\$275 + gas	\$1,100 + gas
Mini Van	\$341 + gas	\$1,364 + gas
11 passenger van	\$688 + gas	\$2,750 + gas

Process:

Vehicles may be reserved for one day, several days, a week, or a month. The following general steps should be followed:

Reservations

An employee should reserve a vehicle by completing the on-line request form (<http://www.wartburg.edu/forms/vehicle.aspx>) at least two business days before the vehicle will need to be picked up. Reservations not made at least 2 business days in advance of when the vehicle is needed may result in an additional \$25 fee. You will be notified of the vehicle that will be made available. Information needed includes the following:

Name

Number of passengers

Time and date to pick up and return the vehicle

Preferred pick up and drop off location of vehicle

Destination

Business purpose of the trip

Department name and account where the vehicle will be charged

Type of vehicle requested

Contact phone number(s)

Names of any other drivers

Additional information, if needed (i.e. Number of Vans, Seats removed)

E-mail address and phone number

Date of the request

Please note that all drivers must be at least 21 years of age (unless otherwise noted herein) and have a valid driver's license. No smoking is allowed in any Wartburg owned or rented vehicle.

If your plans change and you no longer are in need of a vehicle, you must inform Ruth Hein (ruth.hein@wartburg.edu) in writing at least two business days in advance of when you were scheduled to pick up a vehicle. Failure to provide timely written notice of a cancellation means that your department/area may still be charged for the vehicle that you requested.

Picking up the Vehicle

The keys for the vehicle should be picked up at the Maintenance Office during normal business hours (weekdays, 7:30 a.m. – 4:30 p.m.). After hour vehicle pick up may be arranged if necessary. You will receive the keys, a log sheet, gas and insurance cards (insurance cards are available from the Maintenance Office for any employee with an assigned a Wright Express fuel card or WEX card) and the Enterprise Rental Agreement (if applicable), which acts as your vehicle registration. You should inspect the vehicle and immediately report any problems (e.g. dents, cracked windshield, scratches, etc.) to the Maintenance Office.

If it is more convenient to pick up a vehicle at an Enterprise Office, please indicate the desired location on the reservation sheet. Additional instructions about how to pick up such a vehicle will be provided.

Use of the vehicle and fuel

The vehicle is to be used for business purposes only. No personal usage is allowed. Drivers and passengers should obey all traffic and other related laws. The driver will be personally responsible for any traffic or parking tickets. The driving log provided with the keys should be completed for each trip and vehicle (includes beginning and ending miles). The vehicle must be returned with a full tank of gas. The gas cards in the packet should be used to pay for fuel ONLY. Individuals that have an assigned Wright Express fuel card (WEX card) should use that to fill up a rental vehicle. WEX cards are available to be assigned to employees by contacting Todd Parsons in the controller's office. If individuals prefer to carry a card when travelling out of state, a temporary card may be assigned to them at the Maintenance Office, or a permanent card may be assigned. Receipts for all WEX cards must be turned in to the Maintenance Office or Todd Parsons in the Business Office. The WEX cards are the preferred card, as a tax credit is credited to Wartburg at the time that the WEX statement is issued. If a WEX card has been assigned to individual staff members, be sure to obtain a Wartburg insurance card from the Maintenance Office. A detailed itemized receipt must be obtained for each fuel purchase and returned with the keys and gas cards. If the fuel tank is not full, a \$25.00 fueling charge will be assessed in addition to the cost of the gas.

Accidents & break-downs

If the vehicle is involved in an accident, contact the local law enforcement to report the accident and obtain a copy of the accident report. Notify Campus Security as soon as possible if an accident occurs (352-9999). The College's insurance information is included in the gas card. Turn in the accident report received from the local law enforcement to the Maintenance Office when the vehicle is returned. It is helpful to take photographs of any damage caused to any vehicle or other object at the time of the accident report.

If an Enterprise vehicle breaks down, call Enterprise at 319-266-8600, from 7:30 a.m. – 6 p.m. Monday – Friday and 9 a.m. to noon on Saturday, or call 1-800-307-6666 when the Enterprise office is closed, to be connected with Enterprise's AAA program. If the vehicle is owned by Wartburg and breaks down, please contact the Maintenance or Security Office. Generally speaking, they will ask that you have the vehicle repaired by a local shop.

Returning the vehicle

The vehicle must be returned to the Maintenance Building with a full tank of gas. (Cars returned without a full tank will be charged a \$25.00 fueling fee PLUS gas.) All trash should be removed from the vehicle before it is returned. The keys, mileage log sheet(s), gas cards, and gas receipts should all be submitted to the Maintenance Office. When returning the vehicle after the Maintenance Office is closed, the complete packet (which includes the keys, receipts and mileage) should be placed in the overhead garage door slot on the east side of the Maintenance Building. Any damage to the vehicle while you had it checked out should be reported to the Maintenance Office.

If the vehicle was picked up at the Enterprise office, the vehicle will need to be returned to that location. The vehicle should be returned with a full tank of gas and the gas cards, gas receipts, log sheet and rental agreement should still be returned to the Maintenance Office.

Vehicle Charges

The department indicated will be charged for the rental cost (as noted within this document), plus the actual fuel cost used. Charges will be reflected on the appropriate account on a monthly basis. Rental charges for the vehicle are calculated on a 24-hour basis. There is a one-hour grace period. A vehicle returned more than 25 hours after the pickup time may result in the initiation of charges for a second day.

Reservations not made at least 2 business days in advance of when the vehicle is needed may result in an additional \$25 fee. Individuals that need to pick up keys for use of a vehicle over the weekend or prior to 8 a.m. on Monday will incur an early drop off charge of \$15 per day. For example, if an individual needs to use a vehicle on Sunday at 5 p.m. and will return the vehicle on Monday by 3 p.m., they would need to pick up keys on Friday afternoon. In this case, assuming a “Standard” vehicle were requested, there would be a \$15 charge for Saturday, plus the one day charge of \$46, plus the related gas charge.

Service Trips and other special arrangements

A separate process is used for Service Trips; please see Ruth for additional information.

11 passenger vans, which are available for daily rental, may also be available for 2, 4, or 6 hour rentals, if reservations are made at least 10 business days in advance. The fee schedule would be as follows:

2 hours- \$32 + gas

4 hours - \$63 + gas

6 hours - \$95 + gas

Airport and Other Rentals

Wartburg’s contract with Enterprise allows for one-way rentals to and from the following airports with no additional drop-off charge: Des Moines, Omaha, Sioux City, Moline, Bloomington, Mason City, Spencer and Cedar Rapids. Speakers and candidates for positions are allowed to obtain an Enterprise rental car to get from the airport to campus and back. The related department would need to make the request for such an individual through the College’s on-line car reservation process.

Trailers

The following rules apply when pulling a trailer of any kind:

- Only two people are allowed in a van pulling a trailer
- All seats except front ones are to be removed from vans used to pull trailers.
- Certified student drivers may drive a van pulling a trailer if they have experience with pulling trailers (horse trailer, hay wagon, etc.)

Failure to follow the policy

Individuals that do not abide by this policy may have additional charges added to their department budget as well as have their use of a College related vehicle suspended.

Enterprise and Personal Reservations

Enterprise has offered to extend similar Wartburg rates to employees for their personal use. Individuals who wish to have a personal use rental need to contact Enterprise to make their own reservations, using their own credit card, and provide their own insurance coverage. In order to access similar contract rates, you may use Wartburg’s account #62C3355, pin code “war” on-line at www.enterprise.com or call 319-235-1400 (Waterloo) or 319-266-8600 (Cedar Falls) for personal rental requirements and rates. Please note that the initial rates will not include delivery or insurance.