

Wartburg College

Business Mileage Reimbursement & Local Rental Car Policy

September 2009

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 Business Office (contact person is Cathi Duitsman ext. 8276 or Cathi.duitsman@wartburg.edu). There is a charge of \$15.00 per license check. The department requesting individual (s) to drive will incur the cost of the license check.

Rentals are available to any faculty or staff member who is eligible to receive the mileage allowance. 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. See table below:

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

OPTION 1			OPTION 2		
Number of business travelers	Miles Driven Less Than	Use Own Vehicle Reimb. Rate per Mile	Reserve vehicle through the College		
			Vehicle Size	Daily Vehicle Charge	Mileage Charge
1	115	\$0.41	Economy	\$36 + gas	N/A
2-4	150	\$0.41	Standard	\$46 + gas	N/A
5	175	\$0.41	Full	\$50 + gas	N/A
6-7	225	\$0.41	Mini-Van	\$61 + gas	N/A
8-11	N/A	\$0.41	11 passenger Van	N/A	\$0.56

Some of the smaller vehicles, such as economy, might not have cruise control. There is a \$10 minimum per day charge for the 11 passenger vans.

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):

OPTION 1					OPTION 2
Number of business travelers	Miles Driven More Than	Reserve vehicle through the College		Mileage Charge	Use own vehicle \$0.41 per mile reimbursement, limited to:
		Vehicle Size	Daily Vehicle Charge		
1	115	Economy	\$36 + gas	N/A	\$36 per day, plus \$0.09 per mile.
2-4	150	Standard	\$46 + gas	N/A	\$46 per day, plus \$0.11 per mile.
5	175	Full	\$50 + gas	N/A	\$50 per day, plus \$0.13 per mile.
6-7	225	Mini-Van	\$61 + gas	N/A	\$61 per day, plus \$0.14 per mile.
8-11	N/A	11 passenger Van	N/A	\$0.56	N/A

* Limited to 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 \$77.90 (\$46 + \$0.11 x 290 miles), as opposed to \$118.90 (\$0.41 x 290 miles).

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. 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
- 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 and have a valid driver's license. Student drivers must be certified drivers through the Business Office. Contact Cathi Duitsman to complete the driving record check (annually) and the driving test (one time). Student drivers will be issued an orange certificate indicating they have passed the requirements to drive Wartburg vehicles.

No smoking is allowed in any Wartburg owned or rented vehicle.

Picking up the Vehicle

The keys for the vehicle should be picked up at the Maintenance Building during normal business hours (weekdays, 7:30 a.m. – 4:30 p.m.). You will receive the keys, a log sheet, gas and insurance cards 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 Department.

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 driver's name, 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. 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

If the vehicle is involved in an accident, contact the local law enforcement to report the accident. Notify campus security as soon as possible if an accident occurs (352-9999). The College's insurance information is included in the gas card packet (11-passenger vans have insurance information in the glove box.) Turn in the accident report received from the local law enforcement to the Maintenance Office when the vehicle is returned.

If an Enterprise vehicle breaks down, call Enterprise at 319-235-1400, 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 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 Department.

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 card, log sheet and rental agreement should still be returned to the Maintenance Office.

Vehicle Charges

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 will result in the initiation of charges for a second day. The department indicated will be charged for the rental cost, plus the actual fuel cost used. For 11 passenger vans, the mileage rate will be charged to the department indicated on the reservation form. Charges will be reflected on the appropriate account on a monthly basis.

A \$10.00 per day minimum rental for all 11 passenger vans will be imposed beginning with the 2009 school year.

Airport and Other Rentals

Wartburg's contract with Enterprise allows for one-way rentals to and from Iowa airports (where Enterprise has an office) with no additional charge. Speakers and candidates for positions are allowed to obtain an Enterprise rent a 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.

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 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. Contact Cathi Duitsman for the Enterprise customer number if you are interested in using Enterprise for your personal travel.