William and Mary Athletics
State Vehicle / Rental Vehicle / Personal Vehicle Policies

Last Update: 8/12/15

W&M’s vehicle use policy requires that a driver authorization form be completed and approved before driving any vehicle (including a personal vehicle) for university business or a university-related activity.

[Faculty/Staff (including volunteers) Driver Authorization Form]
[Student Driver Authorization Form]

The most cost-effective and safe method of transportation that meets the needs of the athletics department must be used. State and W&M policies prohibit incurring additional expense to accommodate personal comfort or convenience. All travel must be approved in advance with a travel authorization form.

STATE VEHICLES
1. The athletics department owns two cars, one SUV and ten 12-passenger vans. Department owned vehicles are reserved through the Athletics Travel Coordinator, Peter Aiello (757-221-3372).
2. Use the state Voyager gas credit card that comes with the vehicle for any gas expenses. A list of gas stations that accept this card is available online. It is not necessary to keep a receipt when using a state gas card. The card that comes with the vehicle must only be used for regular unleaded gas needed to fuel the vehicle.
3. If the gas card can’t be used, submit gas station receipts with the other documentation that you submit to the travel coordinator with your reimbursement request. A written statement explaining why the gas card could not be used must be included with the receipt.
4. Departments using a state vehicle will be charged per mile driven, and will not be charged for specific gas purchases. Current rates are:
   a. Car: $0.20 per mile
   b. SUV: $0.35 per mile
   c. Van: $0.50 per mile
5. If involved in an accident while traveling on university business, contact the police, based on the location of the accident (always call 911 if an emergency):
   a. On campus, contact W&M Police: 757-221-4596
   b. Off campus, within Virginia, contact the Virginia State Police: 757-253-4923 locally, or 804-424-6820
   c. Out of state, call the state police in that area, or 911
   d. Regardless of location, complete a [State Property Loss Report Form] and submit to Kristen Fagan, Risk Manager (221-2742) and Adam Andrusyszyn, Assistant Director of Facilities & Operations (221-3345).
6. Drivers are responsible for reviewing and following the W&M vehicle use policy, as well as any safety or other information provided with the keys to the vehicle.

RENTAL VEHICLES
1. If a state vehicle is not available, it is strongly recommended that a vehicle is rented through the Athletics Travel Coordinator, Peter Aiello (757-221-3372) with Enterprise/National. This ensures the maximum amount of insurance protection, and reduces the paperwork and potential financial burden on the driver. That contract also allows for underage and multiple drivers of the vehicle without additional fees. Drivers must be 25 years or older to drive large SUVs or 12-passenger vans. W&M policies prohibit the rental or usage of 15-passenger vans.
2. Return the vehicle with the same amount of gas as when it was received. Other than tolls or an E-ZPass, W&M will not pay any charges from the rental agency associated with refueling, additional insurance, the rental of GPS or other additional options. The driver will be required to reimburse W&M immediately for those expenses if they are included on a direct bill.
3. When renting a vehicle, the driver must contact Patricia Moran, Asst. Director of Business Operations (221-3351)
at least one business day prior to the trip to receive a state Voyager gas card. There are several advantages to using this card. The cost per gallon is reduced, because certain taxes and fees are automatically deducted, and receipts are not required. A list of gas stations that accept this card is available online. The card must only be used for regular unleaded gas to fuel the rental vehicle. Do not use the card for any other purpose. The gas card must be returned to the business office as soon as possible after the end of the trip.

4. If a gas card is not available, the traveler can be reimbursed for gas expenses. An itemized gas receipt and a confirmation of the rental (provided when picking up the vehicle) must be submitted with the other documentation that you submit to the travel coordinator with your reimbursement request. A copy of the rental confirmation can also be obtained after the trip via the Enterprise website.

5. If a trip will end and the vehicle can be returned while the rental location is closed, the account will not be charged for the additional days until the location re-opens. When making the reservation, indicate the actual date and time that the vehicle will be returned and return the vehicle at that time, leaving the keys in the location’s drop box.

6. Enterprise and National can accommodate special requests that may not be possible online. These include one-way rentals, vans or other vehicles that are not available online and late-night airport pickups. For assistance, contact the Athletics Travel Coordinator, Peter Aiello (757-221-3372).

7. For trips with an uncertain end date, such as postseason tournaments, the reservation will be made for the longest amount of time that it could be needed. Return the vehicle when the trip is over. The account will be charged for the time that the vehicle was in use, not the full length of the original reservation. (In these situations, if the vehicle is returned while the rental location is closed, the account may be charged for use until the branch re-opens.)

8. Using Enterprise/National outside of the athletics department’s direct bill relationship, or using another rental company for work purposes is strongly discouraged. If a traveler chooses to do this, he or she may be personally responsible for some or all of the expense. The athletics department will not reimburse more than what the business office determines the cost would have been if the Enterprise/National direct bill relationship was used. Collision insurance can only be reimbursed if sufficient private funds are available in the traveler’s budget. Other insurance charges, GPS rentals and fuel charges from the rental agency are some examples of expenses that will not be reimbursed for any reason.

9. If the traveler believes the needs of the athletics department are best met by some other option that must be communicated in writing and approved ahead of time by the business office. At least five business days before needing to commit to a decision, submit the request via e-mail to the Athletics Travel Coordinator, Peter Aiello (757-221-3372). The request should include all relevant details. Emergencies and other unforeseen special circumstances will be reviewed on a case-by-case basis.

PERSONAL VEHICLE

1. Use of a personal vehicle for work-related purposes is strongly discouraged for several reasons, including:
   a. Damage to personal vehicles is not covered by W&M’s insurance and will be the responsibility of the vehicle owner.
   b. The paperwork burden required to prove that personal vehicle use was work-related and the most cost-effective option for the athletics department is significant. It may be difficult and time-consuming for the driver, and could delay processing of the entire travel reimbursement request.
   c. Allowable mileage rates may not be sufficient to cover all of the costs relating to the use of the vehicle, including gas, depreciation and increased need for maintenance.

2. If a W&M employee (including a volunteer) chooses to use a personal vehicle for work-related travel, reimbursement will be made at one of the following rates:
   a. Current IRS rate (57.5 cents per mile as of 1/1/15, subject to change)
      i. When a department-owned vehicle was not available AND travel is 100 miles per day or less, OR
      ii. When the traveler has attached documentation proving that a personal vehicle was the most cost-effective option that met the needs of the department. It is recommended that this include a printout of W&M’s mileage reimbursement calculator.
   b. 23.5 cents per mile
i. When a department-owned vehicle was not available AND travel was over 100 miles per day, OR
ii. When a department-owned vehicle was not available AND the traveler does not prove that use of the personal vehicle was cost-beneficial.

c. No mileage reimbursement
   i. When a department-owned vehicle was available AND travel was over 100 miles per day, OR
   ii. When a trip was not approved in advance with a travel authorization form, OR
   iii. When it has been determined that a driver has not completed W&M’s Driver Authorization Form

3. Employees may not be reimbursed at any mileage rate other than the current IRS rate or 23.5 cents per mile, even when the traveler is requesting less than the rate he or she is entitled to. Employees can make a tax-deductible donation to the Tribe Club if they think they are being reimbursed too much.

4. People who aren’t W&M employees must receive reimbursement at either the current IRS rate, or 23.5 cents per mile, unless otherwise agreed to in writing prior to the trip. Contact the Athletics Travel Coordinator, Peter Aiello (757-221-3372) ahead of time to determine the documentation that is necessary. Non-employees should only be reimbursed for mileage when it is the most cost-effective transportation option available that will best meet the needs of the athletics department.

5. Travelers must provide proof of the distance a personally owned vehicle was driven for business purposes. This can be done in one of the following two ways:
   a. Detailed report from an online mapping website, such as Google Maps or MapQuest, showing the route driven.
   b. The daily starting and ending odometer readings from the vehicle must be included with the travel reimbursement documentation provided to the Athletics Travel Coordinator, Peter Aiello (757-221-3372).