

## Ground Travel Guidelines Car Rental/Train/Personal Vehicles/Other Transportation

**Note:** These guidelines are in effect under the current Travel and Business Hosting Standard Practice Guide ([507.10-1 for Concur Users](#)), ([507.10-2 for Non-Concur Users](#)) issued October 15, 2009.

### Car Rental

#### Reservations

When a rental car is necessary, it is recommended that reservations are made through the University's Travel and Expense System (<https://wolverineaccess.umich.edu>) or through an agent assisted call (1-214-915-9473 or 1-888-252-8504). This will ensure that proper waivers are met and University rates are obtained.

#### Insurance

University Risk Management advises that travelers should decline all collision insurance (Loss Damage Waiver or Collision Damage Waiver) on rental vehicles, because the University self-insures for commercial rental vehicle loss/damage. However, when traveling to destinations outside the Continental U.S. (OCONUS) with the exception of Canada, University Risk Management recommends that travelers accept collision insurance.

#### Accidents

In the event of an accident while driving a rental vehicle, contact the Risk Management Office for claim handling (<http://www.umich.edu/~riskmgmt/>).

#### Gasoline

Reimbursement will be made for reasonable charges for gasoline. Maintenance and oil changes are the responsibility of the rental company and will not be reimbursed by the University.

### Travel by Train

The University will reimburse the cost of train fare when it is less than the cost of coach airfare and airport transportation costs.

### Personal Vehicles

#### Business Travel Reimbursement

At times a personal vehicle may be used in order to save time, transport equipment or reduce costs when several people are traveling together. Reimbursement is calculated per mile based on the current reimbursement rate, which can be found on the Travel and Expense website (<http://www.procurement.umich.edu/travelexpense.html>). This reimbursement may not exceed the maximum allowable rate for federally sponsored programs, and is limited to the amount of coach airfare. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.

#### Local Mileage

The University generally does not reimburse local in-town mileage (i.e., travel between University buildings on the same campus for meetings), parking/tolls or commuting costs (i.e., the costs associated with driving a car between home and the normal place of work or business). When extensive in-town travel is required as part of an employee's job, exceptions may be made with approval from the appropriate senior University official, and with notice to the Director, Procurement Services.

Note that fuel costs are included in the per-mile reimbursement rate. If you request reimbursement for mileage you will not be reimbursed for fuel costs.

### **Accidents**

The University does not assume liability for damage to personal automobiles used on University business and does not assume liability for deductibles or any other uninsured loss to the vehicle. Liability insurance protection will be provided as excess coverage only after the private owner's personal liability insurance limits are exhausted when the vehicle is used for business purposes.

Cost of repairs to a vehicle, whether or not they result from the traveler's acts, are not reimbursable.

Under no circumstances will the University reimburse parking fines or moving violations.

## **Other Transportation**

### **Shuttle/Taxi**

The University will reimburse for shuttle or taxi fares to and from airports and railroad stations when such service is not included in air and rail fares, and where public transportation is not practical. Round trip taxi fare from Ann Arbor and Dearborn to Detroit Metro Airport or from Flint to Bishop Airport or Detroit Metro Airport is reimbursable.

### **University-owned Vehicles**

A small number of University-owned vehicles are available to employees with valid driver's licenses for University business. The Parking and Transportation Services Department (<http://pts.umich.edu/>) can supply details and regulations related to the use of University owned vehicles.



### **Before you Travel:**

- It is highly recommended that units book travel through the University's designated travel agency, TravelFocus, to take advantage of University arranged travel discounts. Concur Users have access to these discounts when booking through the University's Travel and Expense System (<https://wolverineaccess.umich.edu>). Non-Concur Users (and those currently using Concur) can book travel via agent assisted calls (1-214-915-9473 or 1-888-252-8504).
- Visit the [Benefits Office Research & Travel web site](#) for information to know before traveling on University business.
- Visit the University's Travel [Information and Registry web site](#) for important information when planning international travel.