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## Use of Personal Vehicles Policy

### Finance Policy Group

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#### 1 Purpose

The purpose of this policy is to set out the terms and conditions which apply to the use of personal vehicles for University business.

#### 2 Organisational Scope

This is a University-wide policy, including all group entities that are wholly managed by the University. It shall apply to all University staff or individuals (including the University's Council members and students).

#### 3 Definitions

For purposes of this policy, unless otherwise stated, the following definition shall apply:

University Purposes: University Purposes include, but are not limited to, travel for research and field work, conference participation, recruitment of all staff and students, staff training and development, Research and Study Leave, alumni relations, marketing or business development.

#### 4 Policy Content and Guidelines

Employees may choose to use their personal vehicle for University purposes, however, the University accepts no liability for such use unless the employee had prior written approval. Approval must be granted in accordance with the policy outlined below.

##### 4.1 Approval

A Manager with an HR delegation level of not less than 3 may grant approval for an employee to use their personal vehicle for University purposes if:

- (a) Other transport options, including public transport, have been considered and are deemed inappropriate to permit travel within a reasonable time and at a reasonable cost; and
- (b) The employee has a current drivers license which the manager has sighted; and
- (c) The vehicle is registered and covered by a full insurance policy, proof of which must accompany the request.

##### 4.2 Reimbursement for Use of Personal Vehicles

- (a) The University will pay up to the Inland Revenue Department "mileage rates"(i.e. per kilometre allowance) as reimbursement. This rate includes a component for insurance

and depreciation. For trips over 200km the amount to be reimbursed should be capped at the equivalent cost of flying return or hiring a rental car.

- (b) The University does not reimburse for fuel.
- (c) Petrol for a Private Vehicle cannot be purchased on a University Purchase Card

#### **4.3 Damage to Personal Vehicles**

Where a personal vehicle is damaged in the course of University business and prior written approval for that use had been granted, the University will consider an application for reimbursement of the insurance deductible/excess charges. Such applications should be directed to the Manager, Financial Operations and will require the provision of documentary evidence as to the individual circumstances.

## **5 References**

[Travel and Expenses Policy](#)

Previous version: [Use of Personal Vehicles Policy](#)

## **6 Approval Agency**

Senior Leadership Team

## **7 Policy Sponsor**

Chief Financial Officer

## **8 Contact Person**

The following person may be approached on a routine basis in relation to this policy:

Manager, Financial Operations

Ext: 5910