

OLD DOMINION UNIVERSITY  
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Use of Personal Vehicles

Proc #: 6-712

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A. PURPOSE

The purpose of this guideline is to outline the acceptable use of personal vehicles for official University-related business. The use of the Enterprise Rent-A-Car contract for official business travel is preferred and should be used when available unless a cost/benefit analysis indicates that personal vehicle use is cheaper for the University.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers  
Budget Unit Directors  
Accounts Payable

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River  
Expense Report – online in Chrome River  
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations”  
University Policies #1051 – Business Travel Policy  
Internal Revenue Code Sections Governing Business Expenses

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APPROVED BY: Melissa Snowden

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6. Failure to provide the cost/benefit analysis when the daily mileage is 200 miles or more will reduce the reimbursement rate.
7. Mileage vs Air Travel - When travel is by personally owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. Comparative statements should be attached to the Expense Report for reimbursement.
8. The reimbursement rate is reduced for state employees under certain circumstances or for any person who travels over 15,000 miles in a fiscal year. Contact the Accounts Payable Manager for additional details.
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