



## BRIEF OVERVIEW OF TRAVEL REGULATIONS

1. A Vehicle Request Form must be completed for all travel requiring use of a State vehicle. All requests must be submitted at least 5 days in advance of travel. Out-of-country requests must be submitted 21 days in advance of travel date.
2. Current rates are subject to change; however, cost per mile and the daily minimum cost are as follows:

<u>Vehicle</u>	<u>Cost/Mile</u>	<u>Daily minimum Cost/ 100 miles</u>
Sedan	\$0.37	\$37
7-Passenger	\$0.37	\$37
15-Passenger	\$0.47	\$47

### 3. TRANSPORTATION

- State-owned Vehicles -** Approved for travel more than 60 miles only.
- Private Cars -** State employees on State Business may use private cars for personal convenience and/or to travel less than 60 miles.
- Other Vehicle Transportation -** Call Motor Vehicle Coordinator at 334-7994.

### APPROVAL AUTHORIZATION

**State Funds:** Requester  
Dean or Department Head  
Vice Chancellor (Excluding Academic Vice Chancellor)

**Trust Funds:** Project Director  
Department Chairperson  
Research Administration  
Dean

**Athletic Funds:** Requester  
Athletic Director  
Auxiliary Director

**Auxiliary Funds:** Requester/Auxiliary Manager  
Auxiliary Director  
Business Manager

**Student Activity:** Requester/Auxiliary Manager  
Vice Chancellor for Student Affairs