

Travel – Vehicle Use

University Facilities (UF)
Internal Guideline: 03.C.03.01
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Approved by: Todd Barnette

This document establishes official standards for travel involving vehicles.

Summary

The University Travel Policy located at <https://www.clemson.edu/procurement/concurtravel/travel-resources/policies.html> is the official policy. This document is to clarify travel using vehicles and is only applicable for University Facilities employees.

Options

When Traveling by Vehicle

- The preferred option is to use a University Facilities Vehicle
 - Obtain a fleet gas card with PIN number from Facilities Fleet Personnel before traveling. A fuel card can be obtained from the University Fleet Manager, but 48 hours is needed to activate the PIN number.
 - Only University employees should be in the vehicle.
- Rent a vehicle through the Procurement Vehicle Rental program.
 - <https://www.clemson.edu/procurement/how-to-buy-pay/goods-services/car-rental.html>
 - Obtain a fleet gas card from the University Fleet Manager. 48 hours is needed to activate the PIN number before traveling.
- Use a personal vehicle and be reimbursed for mileage per the University Reimbursement Process (currently Concur).
 - <https://www.clemson.edu/procurement/concurtravel/travel-resources/policies.html>

Responsibility

Department Supervisor

The department Supervisor is responsible for ensuring that the person traveling for university business is aware of the options listed in this document.

Employee

It is the employee's responsibility to follow all travel and procurement policies.