

**Personal Vehicle Use
Policy Number 30010.1**

Type of Policy:	Administrative
Last Revised:	November 4, 2025
Review Date:	November 3, 2027
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Reason for Policy:	This policy exists to provide information about personal automobile use for business purposes at SUNY Cobleskill, the expenses that are reimbursable, and documentation requirements for reimbursement.
Policy Statement:	<p>State vehicles should always be considered when the use of an automobile is required. Travelers should evaluate and use the most efficient and cost-effective method of transportation available. When choosing a method of transportation, several factors should be considered:</p> <ol style="list-style-type: none">1. Distance being traveled2. Travel time3. Number of travelers4. Number of location(s) to be visited5. Type of transportation available6. Employee salaries and overtime <p>Travelers are only eligible for travel reimbursement when they are in official Travel Status. Travel Status is determined when an employee is at a work location more than 35 miles from their workstation AND home.</p> <p>Personally owned automobiles may be used for SUNY Cobleskill business when a State vehicle or common carrier is not available or is not cost effective.</p> <p>The IRS determines mileage reimbursement rates. Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, insurance and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance.</p>

It is the responsibility of the Traveler to ensure additional expenses are not incurred by using personally owned automobiles when other transportation methods (e.g., train, plane, rental car, etc.) are appropriate and available.

Travelers using their personal vehicle as the most efficient and cost-effective method of transportation are assuming all risk and liability for any accidents, personal injury and property damage.

Policy History:

Revision Date	Author/Owner	Description of Action
November 4, 2025	Laura Gross	Adoption of the policy