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Name:	Travel – Use of Personal Vehicle
Policy Number:	4-3005
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Reporting & Audit
Effective Date	1 June 2011
Revision Date(s):	1 March 1993, 1 September 2007, 1 June 2011

When it is appropriate to use personal vehicles and subject to approval, use of a personal vehicle may be claimed. Current [reimbursement rates](#) may be found on the Financial Services website (<http://www.smu.ca/administration/financialservices/travel.html>). A travel log is to be completed indicating places travelled and distances covered and submitted as part of the expense report form.

The employee/owner of the private auto must ensure that adequate amounts of vehicle insurance are maintained. The University's insurance policies cannot respond to the actions of employees, negligent or otherwise, unless the University is found to be legally liable. Accordingly, employees are encouraged to inform their insurance company that they are using their private autos for occasional or frequent business usage and to ensure that sufficient third party liability coverage is in place.