

Procedure for Reserving a State-owned Vehicle (effective 04/04/17)

The use of a state-owned vehicle is for college business-related travel only. You may use your own personal vehicle for college business travel as a convenience. Generally, a personal automobile is considered cost beneficial when occasional travel is planned for distances up to 200 miles per day. If choosing to use your personal vehicle as a convenience when a state vehicle or a rental car is available, please use the link below to see if it is cost beneficial for the state to pay you the current IRS rate for mileage over the 200 miles per day. Once in the link choose the trip calculator (example: 2017 Trip Calculator) then follow the provided instructions: <http://www.dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>.

For the IRS rate go to: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

To reserve a state-owned vehicle, follow this procedure:

1. Check the availability of an NRCC state-owned vehicle; please visit the reservation website at <http://www.nr.edu/cars/>
2. Find the date(s) of travel by using the calendar navigation tool bar along the top of the calendar. Vehicle(s) listed on the calendar day indicate the vehicle is already reserved and unavailable. There are four vehicles available, Dodge Van, Ford Escape, Ford Focus, and a Toyota Highlander.
3. If there is an available state-owned vehicle that meets your needs, contact the help desk, ext. 4400 or nr4help@nr.edu, to request the vehicle. Please include the vehicle requested, your name, dates and time of travel, destination, and number of passengers. If none are available, print the page for documentation of no state-owned vehicle available and attach this to the travel voucher.
4. If no state-owned vehicle is available that meets your needs, then check on the availability and costs for reserving a rental vehicle¹.
5. An email notification will be sent to you, stating either you have successfully reserved the state-owned vehicle or there is a problem with your reservation.
6. On your day of travel you can pick up the vehicle keys from the security office.
7. When you return to campus, you must turn in your keys to the security office. The vehicle should be returned to campus with at least a half-full tank of gas. All gas purchases are made on the Voyager card, found in the glove box of the state vehicle. Please put your gas receipts with the Voyager card.

¹Please see the *Renting Cars from Enterprise* section of the website. Gas purchases for rental vehicles are made with a Voyager card, available from the Business Office. You must return the card and gas purchase receipts to the Business Office upon your return.