

TRANSPORTATION

Reimbursement for transportation is normally based on the lowest cost mode of transportation available regardless of the mode of transportation selected by the traveler.

- **Personal Vehicle**
 - The University will reimburse the traveler at the annually approved rate per mile as set by the applicable IRS rate for automobiles based on point-to-point mileage between cities as indicated in the [Mileage Table](#) (if the locations are not listed on the [Mileage Table](#), use [Rand McNally Mileage Calculator](#)) unless actual business miles are documented with odometer readings per trip and the business purpose is explained.
 - If University business requires travel to several points within a city, then reimbursement is based on actual mileage for such travel. The traveler must submit odometer readings and explain the business purpose.
 - When two or more employees travel to the same meeting or destination by personal automobile (or by University vehicle), they should travel together unless a justifiable business reason prevents it and advance approval is obtained from the department chair/head. Only one traveler will be reimbursed for the mileage allowance unless advance approval is obtained.
 - When a traveler uses his/her personal vehicle, the traveler is assuming the risks to the vehicle and its occupants. The traveler should have appropriate insurance since the University is not responsible for damages.
- **University Vehicle**
 - The University has available a 8 passenger van (Honda Odyssey) for use by travelers on official local Baylor business. Reservations for the van are made with the Procurement Services Office, Ext. 8201.
 - The user's department is responsible for refueling the vehicle, which is the only cost to the department for its use.
- **Air Travel**
 - The University has contracted with certain travel agencies to assure consistent service and best rates and to maximize negotiating leverage with airlines. For preferred method of arranging air travel, see the [Travel Agency Authorization Form](#).
 - Direct airline booking or internet airfare charged to a personal credit card or University Travel Card will be allowed if there are cost savings. A [Travel Authorization Form](#) or other written documentation should be completed by the traveler and approved by the traveler's department chair/head. The traveler is responsible for airfare purchases that the department chair/head does not approve. The traveler is forfeiting services that contracted agencies provide (name change, date change, cancellation, etc.). To receive reimbursement, the original dated receipt must be attached to the Expense Report.
 - The traveler should make flight reservations at least three (3) weeks prior to travel to assure the greatest opportunity to obtain the lowest fare.
 - The traveler should be flexible regarding time of departure, time of arrival, routing of flights, and alternate airports (Waco, DFW, Love Field, Killeen, Austin) to achieve the least expensive routing. First class travel will not be reimbursed.
 - The traveler is responsible for any expense incurred as a result of lost tickets or change in itinerary due to personal reasons. Expenses incurred due to lost tickets or change in itinerary for business reasons must be documented.
 - Frequent flyer miles earned on travel funded by the University may be maintained and redeemed individually by the traveler for personal or business use. Whenever possible, travelers are encouraged to redeem frequent flyer miles earned while traveling on University business to fund other University business travel. Because it is impractical to track whether frequent flyer miles are earned from personal or business travel and the difficulty of valuing frequent flyer miles redeemed, Baylor will not reimburse personnel for University business travel tickets purchased with frequent flyer miles.
 - Business related baggage fees will be reimbursed.
- **Rental Vehicles**
 - All Vehicle Rentals

- Only Baylor approved drivers are authorized to drive a Baylor rented vehicle. See Risk Management's Guidelines for [Driving on Behalf of Baylor University, Policy 5.1](#).
- Approval for rental vehicle must be obtained from the department chair/head prior to departure based upon a bona fide business reason. Traveler must print copies of the [Auto Insurance Card](#), [Automobile Accident Reporting Guide](#), and [Auto Accident Report Form](#). These documents can be downloaded and printed from Risk Management's [Driving for Baylor](#).
- Before taking possession of the vehicle or signing rental forms, traveler should completely inspect inside and outside of the vehicle and have the rental company's representative indicate on rental form if any damage exists.
- When returning the vehicle, traveler and rental company's representative should inspect the vehicle, noting any damage not present when traveler took possession. Note: If returning the vehicle after business hours, rental company will not accept liability for damage.
- If an accident occurs or damage is sustained while the vehicle is in traveler's possession, an [Auto Accident Report Form](#) must be completed and submitted by email to Risk_Management@baylor.edu or by fax at 254-710-6256 as soon as possible.
- Vehicle Rentals Originating Out-of-Town
 - The University will reimburse the traveler for a standard size rental vehicle when necessary for authorized University travel at the destination and when approved in advance by the department chair/head.
 - Under normal circumstances, traveler should decline Collision Damage Coverage, Personal Accident Insurance, Personal Effects Cargo Coverage, Supplemental Liability Protection, and Roadside Assistance Protection.
 - If high risk exposure exists, such as inclement weather conditions, traveler may purchase the coverage and submit for reimbursement, providing appropriate justification.
 - Traveler may accept these coverages if the vehicle is to be used for personal use and may pay for such coverages. Any damage liability claim during personal use is the responsibility of the traveler.
 - Traveler should purchase fuel before returning the vehicle to the rental company to avoid the high fuel cost unless it is included in the rental fee.
 - For information on Baylor's preferred and other contracted vehicle rental providers, see [Vehicle Rentals – Outside of Local Areas](#).
- Vehicle Rentals Originating in Waco
 - The University has established an agreement with [Enterprise Rent-A-Car](#) to provide cars, SUVs, and vans for individual or group travelers whose trip originates and terminates in Waco (Waco campus) or Dallas (School of Nursing).
 - Call Enterprise at 254-714-1131 or 214-428-3300 and provide traveler's name, department name, 7-digit department number, department phone number, and date/time for pick up and return. Traveler can also reserve a vehicle online at [Enterprise](#).
 - A rental vehicle should be used only if the cost is less expensive than reimbursing the traveler for personal vehicle use.
 - Under normal circumstances, traveler should decline Collision Damage Coverage, Personal Accident Insurance, Personal Effects Cargo Coverage, Supplemental Liability Protection, and Roadside Assistance Protection.
 - If high risk exposure exists, such as inclement weather conditions, traveler may purchase the coverage and submit for reimbursement, providing appropriate justification.
 - Traveler may accept these coverages if the vehicle is to be used for personal use and may pay for such coverages. Any damage liability claim during personal use is the responsibility of the traveler.
 - Vehicle rental rates are located on a secure server and require a BearID and password at [Local Enterprise Rates](#).
 - Traveler should purchase fuel before returning the vehicle to the rental company to avoid the high fuel cost unless it is included in the rental fee.
- Vehicle Rental in Foreign Countries
 - Vehicle rental in foreign countries is discouraged for safety and liability reasons and should be used only if necessary for conducting Baylor business.
 - Baylor maintains contingent automobile liability coverage providing protection against claims (bodily injury or property damage) by third parties resulting from use of an owned, rented, or leased vehicle. To affect coverage under this liability policy, employees renting vehicles in

foreign countries must purchase the maximum physical damage and liability limits required by law in the subject country and available through the rental car company.

- For specific guidelines to acquire valid insurance when entering Mexico, see [Automobile Travel in Mexico](#).

- **Airfare Equivalence**

- If a traveler takes his/her personal vehicle on an approved University business trip that entails distant travel, the University will reimburse the lower of the airfare equivalent amount or actual vehicle costs.
- The airfare equivalent amount must be determined on the same basis as if air transportation were to be used. The traveler's [Expense Report](#) must include documentation of the airfare equivalent amount at the time of the trip. Also included in the airfare equivalent amount is reimbursable mileage to and from the airport (unless flying out of Waco) and the remote parking fee. The airfare equivalent amount will be compared to the total of meal, lodging, and mileage (point-to-point from Waco) costs claimed. Since traveling by automobile usually takes longer than flying, the department chair/head must approve the airfare equivalent option prior to departure.