



Club Transportation and Reimbursement Policies

We are required to encourage use of College vehicles for college business and college events. If you are planning on having an off campus event and providing transportation **please use college vehicles**. If those are unavailable the college allows for personal vehicle use, however your insurance is considered primary. The college does not allow student vehicles to transport other students for official college events, so if you wish to do this, we will have a waiver available to recognize that those participating will be assuming the risks associated with driving with students off campus and will not hold the college responsible for any damages. Please contact SGA if you will need this waiver form for an event.

Below is directly from the Houghton College Student Programs Handbook, which outlines the College policies on Transportation.

Transportation

1. COLLEGE FLEET RESERVATIONS & USE POLICY

Official policy and arrangements for rental of all college fleet vehicles, as well as vehicles that have been chartered for the semester from outside firms, must be made through <http://www.houghton.deu/campus/campus-services/college-fleet/>

2. USE OF PERSONAL VEHICLES

Personal vehicles can be used for college business if a college car is unavailable. The College also allows the use of personal cars if a reimbursement will not be requested. If a personal car is used, the employee's insurance will be considered primary. Student vehicles may not be used to transport students (other than the vehicle owner) for official college events.

3. CHARTERED BUSES

If you need to charter private bus services, contact the Purchasing Office or the Student Programs Office.

4. STUDENTS ON COLLEGE SPONSORED TRIP

All Student Organization sponsored overnight trips must submit a complete list of participants to the Office of Student Life.

5. SAFETY CONSIDERATIONS

Drive with care, recognizing your limitations. Schedule trips to avoid extended late night travel. While it may seem obvious, mapping out routes prior to leaving is advised. At a minimum, this ensures that maps needed for the trip have been secured. Driving aggressively or speeding is unacceptable. Drivers will be responsible for all moving violations and parking tickets incurred while on college business or while driving a college vehicle.

When it comes to reimbursement for using personal vehicles, **we cannot reimburse gas from a receipt**. We are required to reimburse based on the mileage traveled and drivers are entitled to a set rate of \$0.48/mile. This being said, this mileage reimbursement rate can cost your club a large amount of money, and frequent traveling will quickly deplete your club's budget. As a way to conserve club funds, willing drivers are able to waive all or part of this reimbursement when submitting their expense form. Therefore, if you are willing to work with us on a more reasonable reimbursement amount that correlates more closely with the gas money spent on the trip, we are more than willing to work with you on this.

If you have any questions regarding these matters, please contact emily.blosdale20@houghton.edu (E.O. of Finance) or sergio.mata19@houghton.edu (Student Body President).