

Updated policy language:

On the travel requisition, ensure that you are taking the **least expensive mode** of transportation possible. SUNY Potsdam fleet vehicles are the preferred method for automobile travel with Enterprise being the next preferred mode of transportation (depending on miles traveled in one trip).

If a **fleet vehicle is unavailable and an Enterprise vehicle is unavailable**, you will be reimbursed at the current state mileage rate to use your personal vehicle.

If a **fleet vehicle is unavailable and your trip is under 100 miles**, in most circumstances it is most economical to use your personal vehicle and you will be reimbursed at the current state mileage rate.

If a **fleet vehicle is unavailable, but your trip is over 100 miles**, you may take your personal vehicle if you choose, by getting reimbursed at the rate it would have cost to take an Enterprise vehicle using the personal car at rental rate calculator.

*If a traveler chooses to use their personal vehicle thus not using the least expensive mode of transportation, they will only be reimbursed at the least expensive rate which is equivalent to the current fleet vehicle rate of .41 cents per mile. Prior approval must be received by their President's Council designee.

Visit <http://www.potsdam.edu/offices/purchasing/enterprise> for the procedure in renting a vehicle from Enterprise.

Using the **Personal Car at Rental Rate Calculator** will give you a calculation of what the cost would be to take an Enterprise vehicle. If you utilize this option, please include a "print screen" of your calculation when submitting your travel requisition along with an email from the Physical Plant confirming no fleet vehicle was available.

Proper documentation must be included that a fleet vehicle or Enterprise vehicle was unavailable.

References:

<https://www.potsdam.edu/about/administrative-offices/purchasing-payables/day-trip-state-automobile>

<https://www.osc.state.ny.us/agencies/travel/manual.pdf>

<https://ogs.ny.gov/procurement/trip-calculators>

<https://www.osc.state.ny.us/agencies/travel/part8.htm#S84>