 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<b>Index:</b>	<b>707</b>
	<b>Page:</b>	<b>1 of 4</b>
	<b>Subject:</b>	<b>Expense Reimbursements and Use of Personal &amp; Rental Vehicles</b>
	<b>Revised:</b>	<b>September 7, 2021</b>

## **Business Expense Reimbursements**

The College provides reimbursement for business related expenditures according to policies and procedures established by the Office of Business Affairs. Requests for business expense reimbursements, including travel expenses, should be made on the approved form obtained from the Office of Business Affairs. Applicable receipts must accompany the request. Undocumented business expenses may be included in the employee's income statement for taxation purposes.

In addition to mileage, travelers are reimbursed for parking fees, road tolls, and any other expenses directly related to the trip. Travelers are not reimbursed for car repairs, parking tickets, traffic violations, or insurance claims.

Business meals are reimbursed on a per diem basis or by receipt. For full details, contact the Office of Business Affairs.


## **Use of Personal Vehicles for College Related Travel**

Employees using their own personal vehicle will be reimbursed for college travels at the prevailing Internal Revenue Service rate per mile. In addition to mileage, employees are reimbursed for parking fees, road tolls and any other expenses directly related to the trip. Employees are not reimbursed for car repairs, parking tickets, traffic violations or insurance claims.

Employees using a personal vehicle at any time for college-related travel must have a valid driver's license and carry the following as minimum insurance coverage on their personal vehicles:

- Liability: \$100,000 per person, \$300,000 per occurrence, and
- Collision: standard, with \$1,000 deductible liability insurance on their personal vehicles.

The above are minimum levels you must have on *your* policy. Since you have primary responsibility in case of an accident, you may wish to review your coverage with your insurance agent and consider having higher liability limits with a broad form deductible. Ringling College maintains only *secondary* liability coverage to protect the college in case of accidents involving faculty and staff members traveling on college business.

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<b>Index:</b>	<b>707</b>
	<b>Page:</b>	<b>2 of 4</b>
	<b>Subject:</b>	<b>Expense Reimbursements and Use of Personal &amp; Rental Vehicles</b>
	<b>Revised:</b>	<b>September 7, 2021</b>

## Use of Rented Vehicles for College Related Travel

Ringling College faculty and staff of age twenty-one or older with a valid driver's license (for the class of vehicle being driven) and good driving records are eligible to rent or hire vehicles for Ringling College business.

Eligibility is accomplished by:

1. Completing the *Consent to Obtain State Motor Vehicle Records* form (located on the Business Affairs website) and submitting it to Human Resources' Recruitment Manager;
2. Reading and acknowledging the College's Drivers Safety Policy; and
3. Having an acceptable driving record that meets the College's minimum qualifications.

Eligible drivers will be notified by Human Resources, placed on the College's Authorized Drivers List, and given permission to rent and operate a rental vehicle under this agreement.

When renting a vehicle domestically, employees are advised to decline optional insurance offered as the agreement provides Loss Damage Waiver and \$100,000/\$300,000 liability policy. Ringling College's vehicle insurance provides supplemental coverage.


In advance of picking up the rental vehicle, employees are advised to obtain an employee ID card from Office of Residence Life and print-out Ringling's *Certificate of Self-Insurance* and our *Florida Automobile Liability Identification Card* available from the Business Affairs website.

### **Preferred Vendors: AVIS or Enterprise Rent-A-Car / National Car Rental**

#### **AVIS Car Rental**

The Ringling College of Art and Design (College), as a member of the Independent College and Universities of Florida (ICUF), has partnered with AVIS as a preferred supplier for business related car rentals. This new agreement provides significant savings, benefits, and a layer of insurance for business rentals.

When arranging for a vehicle for College business, be sure to provide AVIS with ICUF's Discount Rate Identification Number, **B039000** via the link below. Users may set up an

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<b>Index:</b>	<b>707</b>
	<b>Page:</b>	<b>3 of 4</b>
	<b>Subject:</b>	<b>Expense Reimbursements and Use of Personal &amp; Rental Vehicles</b>
	<b>Revised:</b>	<b>September 7, 2021</b>

AVIS Preferred Account from this link and the ICUF discount number and insurance program will auto-populate in the rental agreement.

<https://www.avis.com/car-rental/profile/go.ac?B039000>

As an added benefit, College employees may access the AVIS program for leisure using the Discount Rate Identification Number, **S954700** (leisure rentals do not include the insurance package.)

### **Enterprise Rent-A-Car / National Car Rental**

The Ringling College of Art and Design (College), as a member of the Independent Colleges and Universities of Florida (ICUF), is an Eligible User of the **State of Florida Contract with Enterprise Rent-A-Car/National Car Rental (Contract)**. The terms and conditions of this contract extend only to **employees** of an Eligible User. It does not extend to independent contractors, visiting artists, or employment candidates.

As this *Contract* provides the College with a significant discount and a layer of insurance, employees should make every effort to use **Enterprise Rent-A-Car/National Car Rental** for their vehicle rental needs by calling 1(800) 736-8227 or [www.enterprise.com](http://www.enterprise.com). When arranging for a vehicle, be sure to provide the College's account # **35C6271** (or obtain the College's direct bill PIN # by emailing [business@ringling.edu](mailto:business@ringling.edu) if a Ringling College Purchasing Card is not available for payment.)


NOTE: This *Contract* extends only to **employees** of the College. It does not extend to independent contractors, visiting artists, or employment candidates<sup>1</sup>.

A mid-size sedan is the college standard; a full-size vehicle is booked only when three or more travelers are traveling together in the same vehicle. Larger vehicles, such as vans, are booked only when there is a specific need.

**Under no circumstances are 15 passenger vans to be rented.**

### **General Driving Requirements**

<sup>1</sup> Ringling's insurance provider advises that independent contractors, visiting artists, and employment candidates (any non-employee) rent their own vehicle. If a rental vehicle is a condition of the non-employee's visit, the College may reimburse the individual for reasonable travel and business expenses directly related to the engagement.

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index:</b> 707</p> <p><b>Page:</b> 4 of 4</p> <p><b>Subject:</b> Expense Reimbursements and Use of Personal &amp; Rental Vehicles</p> <p><b>Revised:</b> September 7, 2021</p>
---	--

While operating a rented vehicle on College business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively by anticipating driving hazards such as bad weather and bad drivers;
- Refrain from using hand held communication devices while vehicle is moving;
- Wear safety belts and ensure all passengers wear safety belts;
- Lock all doors and close all windows when vehicles are parked and not in use;
- At no time provide rides to unauthorized people.

In the event of an accident:

1. Notify local law enforcement of accidents involving personal injury, death, or property damage.
2. If injured, seek medical attention immediately and when able notify Office of Human Resources (preferably within three days) and your supervisor.
3. Refrain from making unnecessary statements other than providing your name, address, and insurance information.
4. If able, obtain the names, drivers' license numbers, and insurance information of other parties involved as well as names and addresses of any witnesses.
5. Cooperate with law enforcement and remain at scene until released.
6. Report ALL accidents to the Office of Public Safety who will notify the Office of Business Affairs.