

	Policy No.	Replaces	Policy
	E. 206	ARM 1090	Executive
	Policy Name		
AUTOMOBILE INSURANCE – UNIVERSITY EMPLOYEES			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
March 20, 1991	Sept. 16, 2009	1	Board Bylaw 206, Board Resolution 310, ARM 1008

PURPOSE

To clarify what is included in the mileage rate and that it is the employee's responsibility to ensure that his/her personal car has appropriate insurance if it is to be used on University business.

DEFINITION

The current mileage rate takes into account the cost of required gas, maintenance and insurance, so that if an employee uses his or her car sufficiently that "Business Insurance" is required (see current I.C.B.C. definitions) this additional cost is **included** in the mileage rate.

When an employee uses his or her personal car for University business it is the responsibility of the employee to ensure that sufficient insurance coverage is obtained.