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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University

Vol. 3, No. 2
September 28, 1970

Travel Regulations--It is again necessary to emphasize that University vehicles are not to be used for personal or private use, and prudence of action should be exercised while a University vehicle is being used for official University business. In this respect, the fiscal officer or person authorizing the use of University vehicles is responsible for the actions of the persons or groups using the University vehicles and will be subject to appropriate disciplinary review.

Effective September 1, 1970, mileage rate reimbursement for use of personal or private cars for a single trip will be a maximum ten cents per mile for the first 600 miles and five and one-half cents per mile for every mile in excess of 600 miles. Use of University or personal vehicles in lieu of other transportation should not be allowed if the cost would exceed the "cost" of other appropriate transportation. As in the past, the "rule of prudence" should be applied in the determination of the appropriate mode of travel. This means such non-monetary costs as the time element of travel and the obviation of lodging and meals expense of a faster mode of travel should be considered. This determination of appropriate mode of travel is basically the responsibility of the fiscal officer but should include any additional direction by his superior.

University Administrators are to follow these guidelines as to financial outlay but have the prerogative of establishing guidelines that do not conflict with the above policy and which are appropriate in handling special conditions in their administrative or academic units, including Instruction and Research.

This bulletin takes precedence over existing Travel Regulations.
