Policy Title: Standards for Operating a Motor Vehicle on University Business Policy

Policy & Procedure Statement:

Personal cars are to be used for ICOM business only when special permission has been granted. The following conditions apply:

- Allowable expenses are at the current standard mileage rate in effect at the time of travel
- The driver must have a valid driver’s license and insurance
- Fines for violation of traffic laws are not reimbursable
- The vehicle must be insured according to the laws of Idaho
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Approved by:

[Signature]

CAO/Dean

Date: 8/20/19