

# University Recreation Vehicle(s) Check-out Policy for PROGRAM/DEPARTMENTAL USE

1. Log into Fusion utilizing log in name: **urec vehicle**, password **urecveh**. To check availability and make a reservation.
  - a. Select the Calendar Tab to choose vehicle(s) to be reserved.
  - b. Select the vehicle you will be reserving.
  - c. Complete the Time/Date/Subject Line/Description
  - d. Member Name will be the person driving or program area supervisor.
2. Pick up keys in HPER 225. Record name and date on the key checkout sheet. This allows the department to keep up with the keys, as some trips/errands require both sets.
3. Use vehicle for department/program area use:
  - a. ERRANDS/LOCAL: any use necessary for department/program supplies, administrative functions, etc.
  - b. GROUP TRAVEL: group leader will complete the mileage portion on the original group travel request form.
  - c. GAS FILL UP IS REQUIRED (less than ¼ tank), complete the voyager receipt form and tape receipt to form, with the correct driver ID name and submit to Administrative CCN Accountant.
4. Upon return, park UREC vehicle(s) in a legal parking space.
5. Return key(s) and voyager card(s) to HPER 225 upon return of the trip.

## Other Notes:

- Group Travel Requests are the only uses required to submit mileage. This mileage will be charged to the corresponding program area and specific trip/program.
- All local (errand) miles will continue to be absorbed by Administrative Cost Center Number.
- Monthly, the Membership Coordinator will submit to Business Affairs the required state record keeping form.
- If the driver notices any problems or maintenance concerns driving locally or with group travel please report to Accounting Assistant as soon as possible.
- Group travel is the traveler's responsibility to check fluids, tire pressure, etc. and work with Accounting Assistant on maintenance, required or otherwise, on the vehicle prior to trip. Please use vehicle checklist.
- Mileage reimbursement will **not** be available for individuals who elect to use their own vehicles for University errands when a UREC vehicle is/was available. UREC vehicles need to be used for University business to demonstrate the continued need for departmental vehicles.