



Policy Title:	College Vehicle Policy – Personal Use and Gas Charges		
Approval Authority:	President	Date Effective:	January 24, 2014
Responsible Office:	Accounting/HR	Responsible Office Contact:	Vice President for Business and Finance

1. POLICY STATEMENT/REASON FOR POLICY

Compliance with insurance requirements.

2. ENTITIES AFFECTED BY THIS POLICY

All users of BMCC owned vehicles.

3. WHO SHOULD READ THIS POLICY

All employees and students at BMCC.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: January 24, 2014

-Next Review Date: January 24, 2017

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

College vehicles may be used for business only. We require this for our vehicle insurance, as personal usage may not be covered. In addition, the IRS requires that personal vehicle mileage is taxed at a rate of 57.5 cents per mile to the employee. This would be included as income in the employee's payroll and taxes would be deducted from the employee's paycheck.

When you use the College's vehicle for business, please make sure that the gas tank is full when it is returned. We charge the gas expense to the programs based on the person who uses the vehicle. The wrong program gets charged if the vehicle needs to be filled up before the person leaves on a trip.