

# Vehicles - Private Vehicle Use Procedure

## Section 1 - Approval for Use of Private Vehicles

- (1) All travel on University business is subject to prior approval by a delegated officer.
- (2) Where approval is given to travel by motor vehicle, it is expected that staff will use University vehicles if available.
- (3) Consideration will be given to requests to use private vehicles on University business in circumstances where University vehicles are available, but due to the need for early morning departures may be unduly inconvenient to take delivery of a University vehicle.
- (4) When University vehicles are not available, and use of private vehicles is not appropriate, staff may arrange through their Supervisor for use of a rental vehicle, where this is the most economical means of transport. Bookings for rental vehicles are to be made direct by School/Division staff.
- (5) For journeys where University vehicles are not available, public transport is not available or appropriate, and where it is not reasonable or economic to use rental vehicles or taxis, staff may use their own private vehicle on University business.
- (6) Approval for the use of a private vehicle on University business should not be anticipated and no expenses should be incurred prior to approval.

### Using a Private Vehicle on Campus

- (7) Authority to use a private vehicle for travel on the campus will not normally be given, unless there are compelling work related reasons in support of any such application. Generally these reasons will relate to the nature of duties/responsibilities, or to specific job related tasks which require transport of equipment/materials.

## Section 2 - Insurance

- (8) Private vehicles used on official University business are not covered by University Insurance Policies.

## Section 3 - Reimbursements

### Rate of Reimbursement

- (9) Staff who are required, or elect and are approved to use their own private vehicle on University business will be reimbursed at the Australian Tax Office Rate (refer to [Travel Related Rates/Allowances](#)) as determined from time to time.
- (10) In cases where staff elect to use private vehicles rather than University vehicles or public transport when these alternatives are available, reimbursement will be limited to the equivalent public transport fare.
- (11) The kilometre rate determined as reimbursement for use of private vehicles on University business is an all inclusive rate to cover costs such as fuel, registration and insurance.

## **Reimbursement Claim Process**

(12) Claims for reimbursement must be submitted through Fraedom and approved by the Head of School/Division. Claims for reimbursement will be subject to approval against each vehicle usage. Claims for reimbursement of fuel and other associated vehicle costs will not be approved as they are taken into consideration in the Australian Tax Office rate.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	16th April 2019
<b>Review Date</b>	16th April 2022
<b>Approval Authority</b>	Chief Financial Officer
<b>Approval Date</b>	15th February 2019
<b>Expiry Date</b>	2nd August 2022
<b>Responsible Executive</b>	Paul McCubbin Chief Financial Officer
<b>Enquiries Contact</b>	Procure to Pay

## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Vehicle"** - Has the same meaning as section 4 of the Road Transport Act 2013.

**"School"** - An organisational unit forming part of a College or Division, responsible for offering a particular course.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Supervisor"** - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).

**"University business"** - Work that the University has directed to be undertaken which is required, essential, and beneficial for the functions of the University. This includes, but is not limited to, attending meetings, conferences or fieldwork, but does not include activity that is not location specific, e.g. email management, writing papers. University business may be undertaken by staff and non-staff.