



# DOANE

## Policies & Procedures

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**Department:** Financial Affairs

**Policy Title:** Use of Personal Vehicles

**Date Issued:**

**Date Revised:**

**Approved by:**

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Mileage for the use of personally owned vehicles is allowed per the amount listed on the reimbursement form. A "Travel Expense Voucher" should be submitted for reimbursement at this rate. All items on the report must be filled out. The University has liability insurance to cover the use of your own vehicle.