

TO: All Faculty and Staff
FROM: Chuck Jensen, Vice Chancellor Finance, Adm/Student Affairs
RE: Elimination of Motor Pool
DATE: August 12, 2005

Montana State University – Northern has eliminated the motor pool effective August 12, 2005.

Car Rental

If an employee is traveling on MSUN business the department may rent a vehicle at Budget Rental. The following vehicles are examples of what is available:

Midsize: (Malibu)	\$38.48 per day, 200 free miles, 33cents excess
Full-size: (Impala)	\$43.68 per day, 200 free miles, 37 cents excess
Mini Van (Venture)	\$57.20 per day, 200 free miles, 37 cents excess

\$10.00 SERVICE FEE FOR FAILURE TO CANCEL

Procedure:

- 1) The Administrative Support/Assistant of each department will make the reservations by calling Budget Rental at 265-1156 or email them @ budget@tillemanmotor.com . Note: if leaving early in the morning arrangements can be made to pick up the vehicle the evening before.
- 2) Send an email to Lorraine Johnson (ljohnson@msun.edu) and Sharon Caven (caven@msun.edu) with the rental information, be sure to include the INDEX number.
- 3) Driver must be over 21 and will have to present valid driver's license to Budget Rental.
- 4) Pick up a Certificate of Insurance and accident form from Sharon Caven before leaving.
- 5) Do Not select the insurance offered by the rental agent.
- 6) Fill up the car before returning.
- 7) When return, submit the paper work with payment approval to Lorraine Johnson.

Own Use

The department may approve staff using their personal vehicle when they believe there is sufficient justification for a personal vehicle to be used on state business.

- 1) Mileage will be paid from Point A to Point B according to the state mileage chart.
- 2) Mileage will be paid at the current high rate for the first 1,000 miles traveled per month. Additional miles traveled in the month are reimbursed at 3 cents less.
- 3) The Travel Request will indicate whether a rental car or personal vehicle is being used. The Supervisor/Department Head's signature will be sufficient authorization.

Note: Consideration should be given to using the mode of transportation that is the most cost effective means of transportation.