UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title:	406 Courtesy Vehicles (DELETION)
Current Policy Number and Title:	406 Courtesy Vehicles

Approval Process*

☒ Regular	☐ Temporary	☐ Compliance Change
☐ New	☐ New	☐ New
☐ Revision	☐ Revision	☐ Revision—Limited Scope
☐ Revision—Limited Scope	☐ Revision—Limited Scope	☐ Deletion
☒ Deletion		

*See UVU Policy 101 *Policy Governing Policies* for process details.

Draft Number and Date: Stage 3 Regular, July 13, 2026 DELETION

President's Council Sponsor: Jim Mortensen

Policy Steward: Kedric Black

POLICY APPROVAL PROCESS DATES

REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision	**Drafting and Revision**	**President's Council Approval**
Entrance Date: Completed	Entrance Date:	Approval Date:
University Entities Review	**Board of Trustees Review**	**Board of Trustees Ratification**
Entrance Date: 1/22/2026	Entrance Date:	Ratification Date:
Close Feedback: 3/10/2026	Approval Date:	
Board of Trustees Review		
Entrance Date: 7/13/2026		
Approval Date:		

POLICY TITLE	Courtesy Vehicles	**Policy Number**	406
Section	Facilities, Operations, and Information Technology	**Approval Date**	April 12, 2007
Subsection	Safety, Security, and Vehicles	**Effective Date**	April 12, 2007
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 This policy is to ensure that the acquisition and use of courtesy vehicles by university employees is handled in a manner consistent with Internal Revenue Service guidelines. The University must also ensure that such use complies with all financial and state risk management guidelines.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Courtesy vehicle*:* A vehicle supplied by entities other than the University for the business and personal use of a university employee.

4.0 POLICY

4.1 The appropriate vice president shall approve the acquisition and use of courtesy vehicles. The use of courtesy vehicles shall be limited to the purposes designated by the dealer. In no instance is such a vehicle to be used for any purposes inconsistent with the best interests of the University, in terms of university policies, state regulations, and practices related to maintaining a favorable public image for the institution. Each individual to whom a vehicle is assigned must document business miles driven. The documentation must include the date, business, mileage, and business purpose. All business mileage must be supported by written records (logs, calendars, or other means). Personal use of courtesy cars is taxable income, according to IRS regulations. Finance and Business Services shall calculate the annual lease value of the car, deduct the amount used for business purposes, and include the amount on the individual's W-2 for the year based on the documentation received. The individual to whom the vehicle is assigned is responsible for retaining copies of all written records to be presented upon demand in the event of internal or external audits. These records are to be maintained for five years from the year in which the mileage was reported.

5.0 PROCEDURES

~~5.1 Acquisition and Documentation~~

~~5.1.1~~ ~~The appropriate vice president or his or her designee shall be responsible for maintaining a complete and current record for each vehicle.~~

~~5.2 Responsibility and Utilization~~

~~5.2.1~~ ~~Employees of the University shall treat courtesy vehicles with meticulous care and in a manner intended to be pleasing to the dealer. University employees shall be expected to be familiar with this provision. In instances when a courtesy vehicle is to be used by more than one employee, the individual to whom the vehicle is primarily assigned shall have the responsibility and authority to establish use priorities and schedules for the vehicle. If the vehicle has been designated for general university use, the appropriate vice president shall assign it to a particular department, to a particular individual, or to Fleet Operations. If the vehicle is assigned to Fleet Operations, scheduling shall be the responsibility of the Fleet Operations supervisor, consistent with normal Fleet Operations practices.~~

~~5.3 Expenses~~

~~5.3.1~~ ~~The cost of licensing, insuring, gas, oil, and maintenance for the courtesy vehicles shall be the responsibility of the individual to whom the vehicle is assigned.~~

~~5.4 Insurance Coverage~~

~~5.4.1~~ ~~Insurance coverage for the vehicle shall be retained through the Division of State Risk Management program.~~

~~5.4.2~~ ~~Coverage shall include:~~

~~1) Combined single limit liability $1,000,000 limit per accident~~

~~2) Personal injury protection $3,000~~

~~3) Uninsured motorist B1 single $1,000,000limit per accident~~

~~4) Comprehensive deductible $250~~

~~5) Collision deductible $500~~

5.4.3 The $500 collision deductible shall be the responsibility of the employee to whom the vehicle is assigned. The employee shall be charged the annual insurance costs. This amount shall be divided into 24 equal payments which shall be deducted from the employee's paycheck. The University shall reimburse employees for mileage in the conduct of official university business as submitted on the *Travel Reimbursement Form*. The reimbursement rate established for courtesy vehicles shall be 50 percent of the standard mileage reimbursement rate per UVU guidelines. Reimbursement requests must be made on a UVU *Travel Reimbursement Form* with the "Courtesy Vehicle" notation. All courtesy vehicles shall be leased directly to the University with a signed agreement between the dealer and the University. Registration and licensing of each vehicle shall be by the dealer. The registration form shall indicate the lessee as Utah Valley University.

5.5 Reporting

5.5.1 The individual to whom the vehicle is assigned is responsible for submitting the make, model, year of the car, the date received, and beginning mileage on the odometer to the Business Office within 5 days of receipt. When the vehicle is returned the ending odometer mileage, and the date returned must be submitted to Finance and Business Services within 5 days of return. Finance and Business Services shall maintain the courtesy car information on a *Vehicle Control Sheet*.

5.5.2 Examples of university activities appropriate for business:

1) Driving to and from meetings (including breakfasts, luncheons, dinners) having to do with official business and/or representing the University.

2) Driving to and from locations to deliver items having to do with official business.

3) Driving to and from locations required to carry out official job responsibilities.

5.5.3 Examples of personal activities:

1) Driving between an individual's residence and work.

2) Digressing from route to or from a business trip for a personal reason, i.e., shopping or running errands while traveling to or from a business related activity.

3) Operating vehicle during general personal activities, i.e., vacations, weekends, evenings, etc.

4) Any driving activity that does not fulfill an official business purpose.

5.6 At the end of the reporting period, the employee must complete the *Courtesy Car Declaration Form* for all vehicles used during the reporting period. The employee should submit

~~the completed form to the Business Office by the 10th day of the month following the end of the reporting period. Reporting periods and due dates are as follows:~~

~~1) January 1 through March 31, due April 10~~

~~2) April 1 through June 30, due July 10~~

~~3) July 1 through September 30, due October 10~~

~~4) October 1 through December 3, due January 10~~

~~**5.7 Attachment I**~~

~~**5.7.1 Vehicle Control Sheet (for Courtesy Vehicles)**~~

~~**Employee Name:** **Department Name:**~~

~~**Car Make/Model/Year** **Date Received** **Date Returned** **Beginning Mileage** **Ending Mileage**~~

~~(1)~~
~~(2)~~
~~(3)~~
~~(4)~~
~~(5)~~
~~(6)~~
~~(7)~~
~~(8)~~
~~(9)~~
~~(10)~~
~~(11)~~
~~(12)~~

~~**POLICY HISTORY**~~		
~~Date of Last Action~~	~~Action Taken~~	~~Authorizing Entity~~

SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: Policy 406 Courtesy Vehicles (DELETION)			
Sponsor: Jim Mortensen			
Steward(s): Kedric Black			
UVUSA	**Academic Affairs Council**	**Faculty Senate**	**PACE**
Date Presented: Completed	Date Presented: Completed	Date Presented: Completed	Date Presented: Completed

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
EAC				No equity concerns noted.	
AAC				No comments.	
Faculty Senate				No comments.	
PACE				No comments.	
UVUSA				No comments.	