

Truman State University

Business Office Newsletter

New Mileage Rate for July 1, 2010

Travelers who use a personal vehicle to travel on university business will be reimbursed for the business mileage at a rate set by the university. The mileage rate beginning July 1, 2010 will be \$.47 per mile. The established mileage reimbursement rate takes into consideration all costs of owning and operating a vehicle — including fuel, insurance, maintenance and depreciation. The reimbursement rate represents full compensation for the costs of operating the vehicle and therefore the traveler maintains total responsibility to adequately insure, safely operate, properly maintain and protect the vehicle.

Employees may also consider a university fleet or rental vehicle for travel. Fleet vehicles should only be used for business travel and only university employees and individuals on official business may utilize these vehicles. The State of Missouri has a contract with Enterprise Rental Car, and university employees needing a rental car should first check with Enterprise and request the State of Missouri rate. There are instances where it is less expensive for Truman to rent through Enterprise over reimbursing personal mileage. We encourage departments to use the least expensive method. Truman provides a trip optimizer which allows departments to compare personal mileage, fleet rates, and Enterprise rates. This optimizer can be found at: <http://businessoffice.truman.edu/trip.asp>. Online reservations for Enterprise rental vehicles can be made at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refld=TRUMANST for both business and personal travel. The two account numbers required for reservations are NA51E12 for in state rentals and NA51E11 for out of state rentals. Also, the required three digit code is "TRU".

The University's current travel policy can be found at: <http://businessoffice.truman.edu/ap/p&p/new%20travel.asp>

Records Management

The Board of Governors recently approved a Records Management policy for the preservation, management, and disposition of all University records. The intent of this policy is to maximize the efficient use and maintenance of University records that the University creates or receives in the conduct of business; to ensure that University records provide adequate and proper documentation of and accountability for the actions of the University; to provide proper and prompt disposal of University records which have no further useful value; and to ensure the identification and continued preservation of University records of historical and archival value. This policy may be found on the Business Office website at: <http://businessoffice.truman.edu/policies/index.asp>.

Any questions regarding this policy may be directed to the Business Office at x4150.