

Section: BENEFITS  
Subject: Transportation Benefit  
Procedure: HR 3620

I. Institutional Regulations

The President may include a transportation benefit within an individual employee's compensation package. If included, the benefit shall consist of the acquisition of a vehicle or cash in lieu thereof, at the election of the employee.

II. Procedure

A. Acquisition of a Vehicle

1. The employee may elect to purchase or lease any vehicle. Either transaction shall be completed as a personal obligation of the employee, to which the College shall not be a party.
2. The College shall reimburse the employee for the actual purchase or lease cost up to a maximum amount. The maximum reimbursement shall be calculated on an annual basis after the close of the fiscal year.
3. Other Vehicle Expenses
  - a. The College shall pay for all vehicle operating costs, including but not limited to, gasoline, lubrication and tires. The employee may request the use of a College gasoline credit card for these purchases.
  - b. The College shall reimburse license fees and insurance costs.

B. Cash in Lieu of a Vehicle

1. The employee may elect to receive cash in lieu of acquiring a vehicle.
2. The cash amount shall be calculated on an annual basis after the close of the fiscal year.
3. The cash payment shall be made through the payroll system and shall be paid over 24 pay periods per fiscal year.

C. Benefits under either election shall be subject to the prevailing tax regulations.

D. The President shall inform Human Resources when he has extended the transportation benefit to an employee.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002