

Subject: DRIVING ON HRA BUSINESS		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 527	Issue Date: August 1, 2005	Revised Date: May 30, 2008	Effective Date: June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #527 and original Driving on HRA Business Policy dated 12-15-83 and updated as of 8-1-2005 and USC Expenditure Policies and Procedures dated 5-1-08 located at: <http://policies.usc.edu/policies/expmanual050108.pdf>.

PURPOSE

To ensure that HRA Staff Members whose work for HRA includes: driving in privately-owned vehicles; driving in HRA-owned vehicles; or driving in rental vehicles; conduct themselves under the appropriate authorization and licensure.

POLICY

1. **DRIVERS MUST BE LICENSED AND INSURED:** HRA Staff Members who are assigned to drive their personal, privately-owned vehicle on HRA business shall annually show proof of a current California Driver's License for the type of vehicle being operated, as well as shall provide their Project Supervisor and HRA's Human Resources Department with proof of insurance. Drivers must carry their own comprehensive/collision insurance in amounts required by law for the region in which they are driving. Insurance is not reimbursable. Should the driver's license be cancelled, suspended or expire – and/or the vehicle's insurance be cancelled or expire – the Staff Member shall report, in writing, any of those changes to their Supervisor, and to HRA's Human Resources Department, within one working day of the event;
2. **CITATIONS/TICKETS MUST BE REPORTED WITHIN 24-HOURS:** Staff Members driving on HRA business must comply with all applicable motor vehicle driving laws for the area in which they are driving. Citations for moving violations and/or accidents occurring while a Staff Member is driving on HRA business shall be reported to their Supervisor within 24 hours, or on the next day of business. The Supervisor shall complete any requisite reporting forms and communicate the same to HRA's Human Resources Department. Any violation of driving laws that results in a citation – such as, but not limited to, traffic or parking citations – are the personal responsibility of the driver and any associated expenses are not reimbursable. This applies to both privately-owned and rental vehicles;
3. **SUPERVISORS MUST PREAPPROVE USE OF PRIVATELY-OWNED VEHICLES:** A privately-owned motor vehicle may be used for HRA business when it is the most appropriate transportation mode, such as for local trips. A privately-owned vehicle may not be used for long trips if it results in a higher total transportation cost (mileage + meals + lodging) to



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
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POLICY

Page 2 of 4

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HRA than would round-trip, economy-class airfare. Staff Members driving privately-owned vehicles on HRA business shall be preapproved and/or assigned such duties by their Supervisor in advance of beginning their business journey;

4. **PRIVATELY-OWNED VEHICLE MILEAGE CLAIMS MUST BE SUBMITTED ON A MONTHLY BASIS WITHIN 60 DAYS OF DRIVING:** For privately-owned vehicles, mileage claims shall be submitted monthly, as necessary, based upon the vehicle’s starting and ending odometer readings as entered in the Speedometer section of HRA’s Monthly Mileage Report form located here: <http://www.health-research.org/files/Mileage.pdf>. All information requested on the form must be provided. The completed form must be submitted to HRA’s Finance Manager within 60 days of driving or reimbursement will likely be denied. HRA reimburses mileage at the Internal Revenue Service (IRS) rate in effect during the travel period. Because the rate considers the cost of gasoline and ancillary operating expenses (oil, repair, insurance, DMV registration fees, etc...), HRA will not reimburse for the use of privately-owned vehicles based upon receipts instead of mileage. Since IRS mileage rates change frequently, please visit the IRS website (www.irs.gov) each time that a mileage claim is being prepared to find the standard mileage rate in effect during the travel period. When claiming reimbursement for the use of a privately-owned vehicle, the expense report must clearly identify all of the following:
- Address of the trip’s origin;
 - Address of the trip’s destination;
 - Business purpose; and
 - Number of miles traveled per excursion.

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The chart below provides an example of correctly and incorrectly reported personal vehicle mileage claims:

Correct Mileage Claim	Incorrect Mileage Claim
Depart: UPC Campus	Depart: Campus
Destination: LAX	Destination: Airport
Mileage: 22 miles (round trip)	Mileage: 22 miles (round trip)
Purpose: Business trip to National Science Foundation Annual meeting	Purpose: Business Trip
Correct Mileage Claim	Incorrect Mileage Claim
Depart: Home 12244 Home Drive; LA 90066	Depart: Home
Destination: UC Irvine	Destination: Irvine
Mileage: 112 miles (round trip)	Mileage: 112 miles (round trip)
Purpose: Attended Micro Biology Conference at UC Irvine	Purpose: Meeting

Drivers may use either the vehicle's odometer (preferred) or an on-line mapping site (e.g. www.mapquest.com, www.maps.google.com, etc.) to calculate their mileage. It is not necessary to submit the odometer reading or the map print-out with the reimbursement request, but the Accounts Payable Department will question any mileage claims that appear to be excessive;

- RENTAL VEHICLES FOR STUDY TEAM MEMBERS MUST BE PREAPPROVED BY THEIR PRINCIPAL INVESTIGATOR (PI):** It is the PI's responsibility to verify the following:
 - Appropriate project funds are available for the rental;
 - The rental is provided for in the project's IRB-approved, protocol-specific, budget and is in compliance with the regulations of the Sponsor or funding agency;
 - Written approval from the PI, if necessary, is secured prior to rental;
- RENTAL VEHICLES FOR ADMINISTRATIVE STAFF MEMBERS MUST BE PREAPPROVED BY HRA'S PRESIDENT & CEO:** Only HRA's President & CEO may approve the business rental of vehicles for Staff Members working in HRA's Administrative Office. For information on how HRA Administrative Staff Members can obtain a Cash Advance and how to settle a Cash Advance, please see HRA's Business Travel Policy and Procedure located here: <http://www.health-research.org/files/BusTravel.pdf>;



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POLICY

Page 4 of 4

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7. **PREAPPROVAL OF RENTAL VEHICLE EXPENSES:** All expenses for vehicle rentals must be preapproved by HRA’s Finance Manager prior to purchase. Anyone considering renting a vehicle is required to obtain price quotes from either www.expedia.com or www.orbitz.com, print the price quote website pages and submit them to HRA’s Finance Manager for approval prior to purchase. Exceptions to this preapproval process can be granted only by HRA’s President & CEO. The least expensive vehicle must be selected along with the maximum insurance coverage available for LDW/CDW (which covers any damage to the rental vehicle) and liability insurance (which covers bodily harm and property damage outside the rental vehicle);

8. **RENTAL VEHICLE REIMBURSEMENT REQUESTS MUST BE SUBMITTED WITHIN 60 DAYS:** HRA will reimburse Staff Members for rental vehicle expenses only after the vehicle is returned to the rental company. HRA reimburses for the cost of renting a vehicle, plus any associated rental vehicle expenses (e.g., gasoline, parking and toll road fees). Travel Expense Reimbursement Request forms, located here: http://www.health-research.org/files/Travel_Form.pdf – and accompanying receipts – must be submitted to HRA’s Finance Manager within 60 days of the end of the rental period. For more information on what constitutes a valid receipt, please see HRA’s Receipt Definition Policy located here: <http://www.health-research.org/files/Receipt.pdf>. If a request is submitted more than 60 days after travel is complete, any reimbursement will likely be denied;

9. **CELLULAR PHONES AND OTHER COMMUNICATION DEVICES PROHIBITED:** Staff Members may not use any communication devices while driving on HRA business. This includes cellular phones, pagers, Blackberrys and/or any other mobile communication device.

RESPONSIBILITY

Human Resources Department
HRA’s President & CEO
Finance Manager
Supervisors & All Staff Members

REFERENCES

Los Angeles County Code 5.40.190, 5.40.200, 5.40.210, 5.40.230, 5.40.240, 5.40.250, 5.40.260
DHS Policy# 923