

SAMPLE POLICY

NOTE: This is an example of how such a policy can be worded. Actual policies in use by business are in some cases more complex and in some cases simpler. Your legal counsel should review your policy.

ABC ENTERPRISES, INC.

USE OF PERSONAL VEHICLE ON COMPANY BUSINESS

Personal vehicles may not be used for company business unless the following provisions have been met.

Personal vehicles may be used for company business *only with Management approval.*

ABC Enterprises will reimburse you at the current approved rate for all mileage directly related to the business use. The reimbursement is intended to cover fuel, oil, and mechanical repairs. Additionally, ABC will reimburse you for certain out of pocket expenses including tolls and parking. Employees must provide a log of their mileage and where they traveled to be eligible for reimbursement.

or

ABC Enterprises will pay you an allowance of \$ xx per month. This allowance is intended to cover all expenses related to business.

To be eligible for permission to use a personal car on company business and receive reimbursement, you must have and provide proof of a *valid operator's license* and *personal automobile insurance*. The personal automobile insurance must provide liability coverage limits of at least \$250,000/500,000 Bodily Injury, \$25,000 Property Damage with a \$1,000,000 Umbrella. Comprehensive /ACV is suggested.

ABC Enterprises will not reimburse you for the loss of equipment or accessories. Parking tickets, tickets for infractions, and all related expenses are strictly the responsibility of the employee and will not be reimbursed.

If you have an accident in your personal vehicle while on company business, *you must notify ABC Enterprises* in addition to following the procedures established for notification required by your insurance carrier.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS.

Employee Signature

Witness

Date

Date