I. Call to Order

II. Approval of Minutes (Vote)
   - Minutes of the 2020-2021 Faculty Senate Meeting #3 (August 30, 2021) Attach. #1

III. Consent Agenda (Vote)

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports
   - Faculty Affairs (Vote)
   - Sabbatical Committee (Vote)
   - University Curriculum Committee (Vote)
   - Committee on Committees (Vote)

VII. Other Announcements and Communications
   - SBOE Academic freedom and diversity policy discussion – (Russ Meeuf) Poll 1/2 and Attach #2
   - Student Complaint Process (Diane Kelly-Riley and Blaine Eckles)
   - *APM 05.08 University vehicle use policy Attach. #3
   - *APM 70.02 Travel policy Attach. #4

VIII. Special Orders

IX. New Business

X. Adjournment
Attachments:

- **Attach. #1**: Minutes of the 2020-2021 Faculty Senate Meeting #3
- **Attach. #2**: Discuss: SBOE Academic freedom and diversity policy
- **Attach. #3**: APM 05.08 University vehicle use policy
- **Attach. #4**: APM 70.02 Travel policy

* Changes to the Administrative Procedures Manual (APM): Please forward any questions or comments directly to both the policy coordinator at ui-policy@uidaho.edu and to the policy originator (listed on the cover sheet) within five working days of the senate meeting at which the APM item is presented.
2021 – 2022 Faculty Senate – Pending Approval
Meeting # 3
Tuesday, August 31, 2021, 3:30 pm – 5:00 pm
Zoom only

Present: Ahmadzadeh, Becker, Bridges, Chapman, Dahlquist, Fairley, Gauthier, Hickman, Hoffmann, Torrey Lawrence (w/o vote), Lee-Painter, McIntosh, Meeuf (Chair), Mittelstaedt, Ogborn, Paul, Quinnett, Rashed, Rinker, Roberson, Sammarruca (w/o vote), Schiele, Schwarzaender, A. Smith (Vice Chair), R. Smith, Stroebel, Tenuto, Thorne, Wargo
Absent: Rose

Guest Presenters: Brian Smentkowski, Erin Agidius

Call to Order: Chair Meeuf called the meeting to order at 3:31 pm.

Approval of Minutes (vote):
• Minutes of the 2021-22 Meeting #2 – Attach. #1.
  The minutes of the 2021-22 Meeting #2 were approved as distributed.
• Minutes of the 2020-21 Meeting #29 – Attach. #2.
  The minutes of the 2020-21 Meeting #29 were approved as distributed, except for the correction of a typographical error.

Chair’s Report:
• Faculty Senate Leadership has discussed the formation of a Senate Subcommittee to evaluate our current teaching evaluation system and make possible recommendations for changes. This was one of the top issues identified by Senate at our recent retreat. Chair Meeuf has spoken to some Senators already to gauge interest in their participation in this subcommittee, but if anyone is particularly interested in serving, they should let him know, either right now or via email.
• Reminders:
  o The first University Faculty Meeting of the 2021-22 academic year will be held on Wednesday September 8th, from 2:30-4:00 pm, in the Pitman Center Ballroom. Zoom option will also be available. The meeting will be followed by a reception outside of the Pitman Center.
  o Nominations for the Alumni Award for Excellence are open until Friday, September 17.
  o If you haven’t yet completed the required workplace training modules, which are required annually, please do so. They can be accessed on Bblearn.
  Please help us spread the word about upcoming deadlines by sharing with your colleagues.

Provost’s Report:
• Vandal Ideas Project (VIP): 33 excellent proposals were submitted. Thanks to UBFC for reviewing and ranking the proposals quickly, during the final week of Spring 2021. Originally, $50K were committed to the project, but all ideas had great potential to generate revenue or increase enrollment. We were able to fund nine proposals, for a total of $107K. For each funded proposal, we will publish a short narrative and the amount awarded. The information will be
available behind a “fire wall” accessible only to U of I people. Proposals came from groups of faculty, groups of staff, groups of faculty and staff, and teams across colleges and units.

- Enrollment update: numbers are slightly up, by 0.2%, compared to this time last year. For some colleges, enrollment went up, for others it went down. New student enrollment is clearly up while returning students are the biggest concern. Enrollment of out-of-state, foreign, and WUE students is definitely up, contrary to the number of in-state students. Provost Lawrence thanked everybody for their recruitment and retention efforts.

- Update on finances: We will know more in a couple of weeks, when we get our audited financial statements for the end of this fiscal year. Finances are looking good. Of course, they are largely related to enrollment, which shows an upward trend.

- COVID update: the latest news are in the memo from President Green and Provost Lawrence of August 30. The status of the mask mandate will be re-evaluated around September 20. The situation is made more complicated by the intervention of the state, which requires that we work with the State Board on implementation of plans. So far, we had only a few incidents related to mask wearing. The Provost reported that many students are registering for the vaccination incentive.

A Senator inquired about the number of vaccinated students. Provost Lawrence responded that 2,256 students so far have turned in their vaccination card, as detailed in the communication of August 30.

- Updates on searches: Searches are moving forward for the Dean of the College of Engineering and the Dean of the College of Education, Health, and Human Sciences. We are also launching a search for a permanent Vice Provost for Academic Initiatives. The Provost asked for Senate recommendations of people interested in serving on the search committee. A search is also in progress for the position of Director of Dual Credits, a role with across-campus elements. We expect to have finalists on campus in September. We will soon launch a search for the replacement of Center Executive for Coeur d’Alene, Charles Buck, who is moving to the east coast after a long service at the U of I.

- We received preliminary results of the “Great Colleges to Work for” survey. Final results will be available and presented on Friday. A work group is being assembled with the task to look at this survey and those from the past few years and come up with a plan and recommendations to address some of the weaknesses and strengthen those aspects which have improved. Senate is asked to recommend a couple of faculty to join this group. There will also be representation from staff, as well as individuals engaged with the climate and culture realm, such as the Ombuds. We want to be as inclusive as possible.

Discussion:
A Senator asked about specific plans to improve retention. The Provost noted that this is a very broad issue, which varies a lot across colleges and units. Retention problems indicate that students are disengaged, not just with a particular class but with the whole student experience. In addition to supporting them academically, it is important to keep them engaged with living groups and social activities. At the orientation, they seemed engaged and excited to come back. Unfortunately, the pandemics has made full engagement more difficult.
As a follow-up to the first question, the Senator inquired whether the flexibility to take classes online might help with retention. The Provost noted that we have a number of classes (about 60) that are offered simultaneously both in person and online. It’s different than Hyflex in that students have to choose one way or the other – we are open to flexible models.

The next question was about COVID. With the removal of social distancing and testing, what can we do or say to help our colleagues feel more comfortable? Are there set benchmarks we can switch to, if needed? Provost Lawrence responded that we planned this semester with normal classroom capacity and, as things started to change quickly, we spoke with Public Health officials. They were supportive of us continuing with the current plan, primarily because no case of transmission was traced to the classrooms last year. Nearly all cases of transmission within our campus were traced to living groups or social situations. Public Health was comfortable with the plan we had in place and mask wearing. We allow no flexibility with face covering. As for benchmarks for what would make us shift back to limited capacity or online instruction: we are looking at local infection and hospitalization rates, recommendations from Public Health, or any action the state may take. The Director of Public Health said very clearly that the college-age population is one of the highest priorities when it comes to tracing where spreading might be happening. The issue of testing is complicated. We are focusing on vaccine incentive, making vaccine easily available, and on promoting a culture of mask wearing. Medical resources are stretched thin, and so are the health care workers who helped us last year. We will be testing unvaccinated people.

While acknowledging the problems with resources, a Senator argued that requiring regular testing may prompt students to get vaccinated instead. Provost Lawrence noted that, for this plan to be effective, we would have to do mandatory testing on people multiple times per week. With unlimited resources, it might be a successful strategy, but we are not in that situation.

Following up on the previous comment, Vice Chair Smith reported that, at LCSC, students can opt for vaccination or weakly COVID testing. Also, vaccinated students get $100 in their student accounts. These incentive are being effective in increasing vaccination rates. Provost Lawrence responded that a $100 dollar incentive is too costly for us – the $50 incentive is already costing hundreds of thousands of dollars. LCSC has a smaller budget and a smaller student body. As for testing, they were given a finite number of vaccine doses from the state. They test at the beginning of the week and the results come in about a week later – with this delay, we question how effective testing is, although it may encourage students to get vaccinated to avoid being tested multiple times, as suggested earlier by a Senator.

Another Senator reported that it takes time to get an appointment and usually a few days to get the results. Provost Lawrence will follow up with Student Health.

There was a brief discussion about whether or not the vaccine is free to students. Our plan – Provost Lawrence responded – covers the vaccine. With other plans, there could be a small fee.

The discussion moved on to assessment. A Senator reported that some faculty encountered technical problems when trying to access the system. Vice Provost Panttaja was recognized by Chair Meeuf for the purpose of addressing assessment questions. Vice Provost Panttaja said that some faculty took the training in the spring and did not encountered problems, whereas others had to take “option 2” and did have issues with access. Sarah is available and happy to help. We were interested – Vice Provost Panttaja continued – in aggregated data, such as percentages of students who met or did not meet
expectations, not individual student data. A campus-wide pilot was meant to help us identify problems. The process will be vastly simplified.

What if one cannot enter data for a given class? Vice Provost Panttaja said that such scenario should not happen. If it does, the faculty should contact Sarah. The same Senator had another question: given the current confusion, how hard is the September 3 deadline? Vice Provost Panttaja said that the work of program administrators, who have to meet their October 1 deadline, would be delayed if faculty do not meet their deadline.

The Senator asked when Anthology training started. Reply from Vice Provost Panttaja: The first in-person training was offered on May 7. The sessions were recorded.

A Senator inquired about guidance for unit chairs. Vice Provost Panttaja announced that a communication will come out on September 7 with additional information. Unit administrators can determine what their faculty should respond to in order to ensure a full breath of learning. The Senator noted that one cannot say much looking at one assignment. How to decide what is a successful outcome? Furthermore – another Senator argued – outcomes are very different from program to program. Can one make a meaningful comparison? The merit scores that come out depend on the thresholds that one sets. Should we have uniform standards?

Vice Provost Panttaja reiterated that this exercise is about the academic side, to determine if faculty are the Senator aspirational and determine what the benchmarks should be. Provost Lawrence added that there will be an accreditation visit in the spring. This process is to ensure that we are improving – it is in no way a tool to evaluate a particular unit or faculty.

Chair Meeuf reminded Senators that last spring Senate established the University Assessment and Accreditation Committee, chaired by Barb Kirchmeier, so these conversations will continue. In the meantime, confused faculty should check with their unit administrators.

Announcements and Communications:

- **FSH 3500 – Update on lapse of emergency actions – Russ Meeuf**
  The emergency policies regarding FSH 3500 Promotion and Tenure supported by Senate and approved by the President last May will expire November 7, 2021 – 180 days after implementation. For those faculty who submitted their P&T packets under the emergency policies, the process will proceed under those rules. We do expect the temporary revisions to FSH 3500 to come back to Senate for a regular vote.

- **Learning Management System discussion – Led by Torrey Lawrence. Attach. #3**
  Chair Meeuf gave a brief introduction on the topic. He hopes Senators have engaged with their constituents. The survey results have been shared with Senators. Provost Lawrence asked the deans for their recommendations, and the responses received so far indicate support for Canvas. ASUI will be contacted as well.

  A Senator pointed out that some faculty have taught courses online via Bblearn for years. They do not oppose the change per se, but find the timeline to be inconsiderate to them. On p.1 of the Executive Summary (attached), the mentioned deadline for transfer of relevant course content into Canvas is September 13, which the Senator finds to be unreasonable. Referring to
p.9 of the Executive Summary, the cost to retain an archive (static) version of Bblearn should be included so that faculty don’t have to migrate all courses at once.

Vice President Dan Ewart was recognized for the purpose of addressing these questions. The September 13 deadline – he clarified – is not an expectation that faculty would be ready to teach courses on Canvas by September 13. Bblearn will be kept until September 2022, with limited access.

A Senator wondered why access will be limited, if we have a contract until September 2022. Dan Ewart and Torrey Lawrence responded that it is best not to have two fully functioning systems at the same time. It is best to just move to Canvas, rather than first learning the updated Bblearn and then switch to Canvas, amounting to two transitions instead of one.

Brian Smentkowski joined the conversation. He said that his team will facilitate course development. In a way, Canvas itself will take care of the migration of courses from Bblearn to Canvas. Over the summer, they developed three levels of support for faculty: 1. Work one-on-one with faculty; 2. Highly focused and systematic workshops; 3. Self-paced series of modules to use anytime and from anywhere.

A Senator asked what the process will be moving forward. Will there be need for specialized staff? Brian Smentkowski said that their highly skilled team will provide one-on-one support.

In response to a question, it was clarified that we need to be up and running by January 2022. Brian Smentkowski’s team will work to get the transition done before the winter holidays. They need help from faculty to identify problems. Fall courses do not need to be migrated until they are taught, but classes for spring 2022 must be ready in January.

Chair Meeuf moved to the question of whether we should transition to Canvas. His constituents are very supportive of the move. Other Senators reported equally positive feedback from their colleges.

A Senator raised the question of how the saved money will be used. Dan Ewart responded that a central budget system for institutional software pays for this kind of expenses. What is saved goes back into that budget. Provost Lawrence added that we may free some money, but additional, unanticipated expenses may come up.

A straw poll was launched: 92% (24 of 26) of the Senators supported the move to Canvas, and 8% (2 of 26) expressed no opinion. These conversations will continue.

- FSH 6100, Title IX Sexual Harassment (vote) – Erin Agidius. Attach. #4
  On July 28, 2021, a federal district court in Massachusetts issued a decision in Victim Rights Law Center et al. v. Cardona, No. 1:20-cv-11104, 2021 WL 3185743 (D. Mass. July 28, 2021). The court vacated the part of 34 C.F.R. § 106.45(b)(6)(i) that prohibits a decision-maker from relying on statements that are not subject to cross-examination during the hearing and noted that the decision applies nationwide. This change is not mandatory. Rather, the request for change is to reflect a logical, fair, and common practice that permits past statements to be included and considered as part of the hearing panel’s decision making process. This serves to improve
fairness for all parties so that scheduling conflicts do not negate any party or witness’s crucial narrative/testimony.

Discussion:
In response to Chair Meeuf’s question as to whether we can expect further changes in FSH 6100, Erin Agidius replied that it’s likely to happen.

A Senator asked if this ruling is final or will be challenged in the courts. Erin Agidius replied that it is not sure at this time. The Office of Civil Rights will not enforce it.

In response to the question whether this decision is more protective of the alleged victim than the alleged perpetrator, Erin Agidius explained that it can go both ways.

Chair Meeuf called for a motion to support the changes. Moved and seconded (Alistair Smith/Ahmadzadeh).

The votes were as follows: 91.7% (22 of 24) positive votes, and 8.3% (2 of 24) abstentions.

Adjournment:
As the agenda was not completed, Chair Meeuf called for a motion to adjourn. Moved and seconded (Fairley/Quinnett). The meeting was adjourned at 5:00.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
1. Purpose

Public postsecondary education exists as a common good for citizens, states, nations, and humanity. As Idaho’s public colleges and universities create environments where civil discourse and academic inquiry may occur free from discrimination, intimidation, and retaliation, postsecondary learning experiences—both inside and beyond the classroom—are protected under the academic freedom and academic responsibility of every student, faculty member, and institution.

The academic freedom to explore significant and controversial theories is essential to the development of conscientious lifelong learners. Academic freedom in research and teaching is fundamental to advancing access to knowledge and ensuring its quality. The freedom of an institution to pursue its academic mission without interference is essential for protecting the rights of a student to learn and conduct research, a faculty member to teach and conduct research, and an institution to facilitate learning, teaching, and research. Accordingly, students, faculty, and institutions hold a common responsibility to respect diverse worldviews and should not elevate the ideas or beliefs of an individual, an institution as a whole, or a specific political agenda at the expense of others’ interests.

The State Board of Education affirms that academic freedom should neither be abridged nor abused.

2. Definitions

a. Academic Freedom is a long-standing philosophical, legal, and constitutional principle that advances the right of postsecondary students, faculty, and institutions to pursue educational opportunities that seek, examine, apply, discuss, and build knowledge, theories, values, concepts, or ideas without fear of censorship, retaliation, or threat to institutional status.

b. Academic Responsibility is the commitment by students, faculty, and institutions to protect the academic freedom of others by appreciating their special position in the community, performing academic obligations with accuracy, promoting the free
exchange of ideas, and showing respect toward those with whom they both agree and disagree.

c. Coercion is the attempt by an individual or group to modify human behavior via the actual or implied use of force, threats, or other disciplinary actions.

d. Faculty are employed to forward the academic mission of a college or university through teaching, research, service, and other scholarly contributions. More information about faculty contracts and appointments may be found in Board Policy II.G. Students may assume similar employment with institutions as graduate teaching or research assistants. Further, post-docs may assume similar employment with institutions.

e. Student means any person duly admitted and enrolled at an institution under governance of the Board as defined in Board Policy III.P.

3. Students

This policy confers academic freedom and responsibility to individuals with the status of student.

a. Academic Freedom of Students

In addition to constitutionally protected freedoms of speech, assembly, and religion, students have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Students shall not be subject to retaliation, disciplinary actions, or censorship in response to their beliefs, opinions, research, publications, creative activity, participation in institutional governance, and all other official aspects of their enrollment, subject to the responsibilities outlined in paragraph 3.b. of this policy. This academic freedom includes but is not limited to:

i. Courses

1. Students have the right to express personal opinions about concepts and theories presented in their courses and to disagree with opinions expressed by faculty and fellow students, even as they continue to be responsible for the assigned course content.
2. Students are entitled to fair and even treatment in all aspects of student-faculty relationships. Students must not be forced by the authority inherent in the instructional role to make personal or political choices.
3. Students are evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
4. Students have the right to privacy and discretion in their professional discussions with faculty and fellow students.

ii. Research, Publication, & Creative Activity

1. Students have the right to investigate topics of their choosing and draw evidence-based conclusions consistent with their research.
2. Students have the right to publish and present their research as well as engage in the production and exhibition of creative works.
3. Students are entitled to credit for discoveries and original research conducted independently or as part of a course.

iii. Participation in Institutional Governance

1. Students have the right to participate in institutional governance through appropriate institutional processes.
2. Students have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
3. In matters of disciplinary action, students have the right to due process and to be held accountable using academic standards and institutional procedures.

iv. Community & Campus Involvement

1. Students have the right of free expression on and off campus.
2. Students have the right to organize student associations.
3. Students have the right to be free from coercion in making personal or political choices.

b. Academic Responsibility of Students
Academic freedom carries certain responsibilities which broadly include civil contributions to the academic community, acknowledgement of the validity of a diverse range of perspectives, commitment to learning relevant information, and good stewardship of the academic community. Students assume, at minimum, the following responsibilities in relation to academic freedom:

i. Membership in an academic community imposes on students an obligation to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Students who seek to call attention to grievances must do so in accordance with institutional policies and procedures, and in ways that do not significantly impede the academic functions of the institution.

ii. Students have a responsibility to acknowledge that faculty will expose students to a broad range of diverse perspectives. Students are expected to engage in scholarship, learn material that is relevant to course outcomes, and adhere to course syllabi, institutional student codes of conduct, and other institutional policies related to research and publication.

iii. Students are expected to achieve competence in their area(s) of study and in the course material of their program(s), including specializations, certificates, majors, or minors. Students should prepare for each class and meet their course expectations.

iv. Students are responsible for not interfering with the facilitation of critical thinking skills in the classroom. A student’s critical thinking skills may be exercised through a variety of means.

v. Students are responsible for the academic integrity of their coursework, including, but not limited to, producing original works for assignments, completing assessments, and activities using their own knowledge and experience.

vi. Students are responsible for conducting and reporting research in an ethical manner. The design, conduct, and presentation of research may exist...
beyond the contexts of a specific course, but a student is still subject to an institution’s expectations for scholarly inquiry and academic integrity.

vii. Students shall not threaten the rights or the safety of others while exercising academic freedom. Students have the responsibility to acknowledge context and support pluralistic learning environments where individuals are not coerced to make personal or political choices against their beliefs or values.

4. Faculty

This policy confers academic freedom and responsibility to individuals with the status of faculty.

a. Academic Freedom of Faculty

In addition to constitutionally protected freedoms of speech, assembly, and religion, faculty have the right to engage in free inquiry, intellectual debate, and freedom of scholarship both on and off campus. Faculty shall not be subject to retaliation, disciplinary actions, or censorship in response to their research, publications, creative activity, pedagogy, participation in institutional governance, and all other official aspects of their job description, subject to the responsibilities outlined in paragraph 4.b. of this policy. This academic freedom includes but is not limited to:

i. Pedagogy & Curriculum Development

1. Faculty have the right to determine course content, including the use of relevant materials.
2. Faculty have the right to determine the instructional processes used to engage learners in the course content.
3. Faculty have the right to determine the instructional activities, artifacts, and products used during the course.
4. Faculty have the right to determine the manner of assessment used to evaluate competency and completion of the course.

ii. Research, Publication, & Creative Activity
1. Faculty have the right to investigate the topics of their choosing and draw evidence-based conclusions consistent with their research.
2. Faculty have the right to publish and present their research as well as engage in the production and exhibition of creative works.
3. Faculty are entitled to credit for discoveries and original research.

iii. Participation in Institutional Governance

1. Faculty have the right to participate in institutional governance.
2. Faculty have the right to express opinions and provide feedback concerning institutional governance and administration without fear of censorship or retaliation.
3. In matters of promotion, tenure, and disciplinary action, faculty have the right to due process and to be judged by their peers using established academic standards and institutional procedures.
4. Faculty have the right to participate in institutional processes that determine who may teach, what may be taught, how it shall be taught, and what methods will be used for student admission.

b. Academic Responsibility of Faculty

Academic freedom carries with it certain responsibilities which broadly include maintaining competence in scholarship, exposing students to a diverse range of perspectives, ensuring that students are taught relevant information, and being good stewards of the academic community. Faculty assume, at minimum, the following responsibilities in relation to academic freedom:

i. Membership in an academic community imposes on faculty an obligation to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. Expression of dissent and attempts to produce change shall not be carried out in ways which injure individuals, damage institutional facilities, disrupt classes, or interfere with institutional activities. Faculty who seek to call attention to grievances must do so in accordance with institutional policies and procedures, and in ways that do not significantly impede the academic functions of the institution.

ii. Faculty have an uncompromising professional responsibility to discover, teach, and research what they find to be intellectually important. Faculty members are
expected to maintain professional competence in their field(s) of specialization, congruent with their teaching, service, and scholarly expectations.

iii. A primary responsibility of faculty is to expose students to the intellectual diversity of scholarly and creative views related to the faculty member's discipline and/or specific field of study. It is the responsibility of the faculty members to present the subject matter in their courses in a way that is consistent with the collective goals of the department/program.

iv. Faculty shall meet their workload expectations. This may include the expectation that the faculty member conducts class, meets with and mentors students, provides clear learning outcomes, and/or participates in group deliberations to develop instructional programs. Faculty have the responsibility to create opportunities that foster critical thinking skills of students.

v. Faculty are responsible for establishing goals for student learning, for designing and implementing general programs of education and specialized study that intentionally cultivate intended learning, and for assessing students' achievement. In these matters, faculty must work collaboratively with their colleagues in their departments, schools, and institutions as well as with relevant administrators.

vi. Faculty shall not threaten the rights or the safety of students, other faculty, and administrators, while exercising academic freedom. Faculty may not refuse to enroll or teach a student because of the student's beliefs, interpretations, or applications of knowledge. Faculty have the responsibility to provide context and facilitate pluralistic learning and work environments where individuals are not coerced to make personal or political choices against their beliefs or values.

5. Institutions

This policy confers academic freedom and responsibility to institutions.

a. Academic Freedom of Institutions

Institutional rights to academic freedom are in concert with the academic freedom of students and faculty. A college or university has the autonomy to create and maintain an atmosphere which is most conducive to diverse scholarship. Institutions have the right to develop processes that determine who may teach, what may be taught, how it shall be taught, and what methods will be used for student admission.
Coercive influence on the academic freedom of teaching, learning, and scholarly inquiry by third parties is an affront to the institution’s autonomous advancement of its academic mission. Institutions perform functions, such as the selection of faculty and admission of students, that are intertwined with the exercise of academic freedom. The academic freedom of an institution is necessary to protect and support the academic freedom of those who comprise an institutional community.

b. Academic Responsibility of Institutions

Academic freedom carries with it certain responsibilities which broadly include the educational functions of an institution, the ethical administration of academic affairs, and the protection of student and faculty academic freedom. Institutions assume, at minimum, the following responsibilities in relation to academic freedom:

i. Institutions have a responsibility to set, maintain, and enforce policies that protect the academic freedom and promote the academic responsibility of faculty and students.

ii. Institutions shall adopt appropriate procedures for transparently evaluating the members and activities of the academic community that are consistent with and respectful of the ideals of academic freedom.

iii. Institutions shall also dedicate adequate resources, space, and programming toward the advancement of academic freedom among its greater community.

iv. Institutions have a responsibility to create and deliver academic programs and shall develop appropriate policies and processes to aid content and curriculum delivery that are consistent with the ideals of academic freedom.

v. Institutions must create admissions and selection policies, procedures, and practices for students that are in harmony with the academic mission of the institution and that are consistent with the ideals of academic freedom.

vi. Institutions have the responsibility to facilitate pluralistic learning environments where individuals are not coerced into making personal or political choices against their beliefs or values.
6. Limitations

The following limitations exist to the academic freedom and academic responsibility of students, faculty, and institutions:

a. Academic freedom does not permit members of an institutional community to harass, threaten, intimidate, ridicule, or impose their views on others.

b. Student academic freedom does not grant students the right to refuse to complete assigned requirements without consequence.

c. Academic freedom does not protect faculty members from colleague or student challenges to, or disagreement with, their instructional processes, activities, and/or manner of assessment.

d. Academic freedom does not protect faculty or students from non-institutional penalties for violating the law.

e. Academic freedom does not confer the right to faculty or students to violate institutional policies; though academic freedom does confer the right of faculty and students to criticize such policies.

f. Academic freedom does not protect faculty or students from disciplinary action consistent with established institutional policies.

g. Academic freedom does not protect faculty or students from sanctions or dismissal for professional misconduct or poor performance consistent with established institutional policies.

h. Academic freedom does not protect faculty or students from investigations into allegations of scientific misconduct or other violations of institutional policy.
Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
SUBSECTION: K. Diversity, Educational Equity, and Inclusion
August 2021

1. Purpose

This policy embodies the charge and expectation of each public four-year postsecondary institution in Idaho (hereafter “institution”) to promote and advance the principles of diversity, educational equity, and inclusion set forth herein. Diversity, educational equity, and inclusion are necessary components of educational experiences that challenge individuals to grow, improve critical thinking, refine skills, build character, develop awareness, and engage in freedom of thought and expression. Through adherence to and implementation of the principles of this policy, each institution will more fully safeguard the right of every individual to participate in meaningful experiences that foster belonging and promote awareness of differing viewpoints. The Board affirms that encouraging and supporting diversity, educational equity, and inclusion is central to academic success, to engendering innovation and creativity, and to fully preparing students to thrive in an increasingly diverse and global workforce.

2. Definitions

a. Diversity accounts for differences in human characteristics such as race, color, national origin, sex, mental or physical disability, religious or ethical value systems, age, socioeconomic status, and ideological or political beliefs.

b. Educational Equity is the assurance that each member of an educational community has equitable opportunities, including individualized access to the resources, support, and tools needed to succeed.

c. Inclusion is the fostering of an environment in which the inherent worth and dignity of all individuals are recognized and valued, and where individuals have equitable opportunities to be included, engaged, and accepted with a sense of belonging.

3. Standards

a. Each institution shall recognize and appreciate that every member of its community harbors unique values, beliefs, and ideologies, and that these characteristics reflect an individual's life experiences, shape aspirations, and constitute ways of life.

b. Consistent with its unique identity and mission, each institution shall take proactive measures to ensure educational equity in all facets of its operations.

c. Consistent with the Board's commitment to freedom of expression as well as academic freedom and responsibility as defined in Board Policy III.B., each institution shall strive to create environments in which diversity and inclusion are
valued, promoted, and embraced, in alignment with the goal of achieving educational equity.

d. Each institution shall promote and facilitate civility and strive to diminish incivility among its community members. No student or employee of an institution shall oppress or unlawfully discriminate against any individual or group of individuals on the basis of traits, values, or beliefs.

e. Each institution shall comply with current accreditation standards related to diversity, educational equity, and inclusion in order to promote student achievement, remove barriers to academic excellence, and close student achievement gaps.

4. Implementation

a. Nothing contained in this policy should be construed to infringe upon or otherwise diminish the rights of individuals affiliated with any institution to speak as private citizens on matters of public concern, nor should it be interpreted to infringe upon the well-established confines of academic freedom and responsibility.

b. Enforcement of this policy shall be accomplished through institution-level policies related to diversity, educational equity, and inclusion, in accordance with the unique Board-approved missions and purposes of each institution. Each institution shall develop and maintain policies that describe and make transparent a process for addressing claims of oppression and unlawful discrimination. All such policies must align with Board governing policies and procedures related to employee and student complaints.
POLICY COVER SHEET

For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

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<th>Faculty Staff Handbook (FSH)</th>
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Policy Number & Title: APM 05.08 UNIVERSITY OWNED, RENTED OR LEASED VEHICLE COVERAGE AND USE

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<th>Administrative Procedures Manual (APM)</th>
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Policy Number & Title:  

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator: Carry Salonen, UI Risk

Policy Sponsor, if different from Originator: Brian Foisy, VPFA

Reviewed by General Counsel  X Yes  ___No  Name & Date: Kent Nelson,  

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.

APM 05.08 has been revised to comply with a recommendation from Internal Audit to “revise the title and content of APM 05.08 so readers clearly understand rental cars are included in the drivers qualifications for university vehicles.” Other edits for brevity and clarity have been made as well, and much of the deleted information will now be available on the UI Risk website.

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

This revision will mitigate financial risk to the institution.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
Contents:
A. Definitions
B. Overview
C. Insurance Coverage for University Vehicles
D. Privately-Owned Vehicle Insurance
E. Rental Vehicles
F. Motor Pools
G. Annual Renewal, Additions, or Deletions of State RMP Coverage
H. Passengers
I. Drivers
J. Vehicle Accidents and Claims
K. Process
L. Forms and Examples

A. Definitions.


A-3. Coach Courtesy Vehicle. Vehicles that are provided by donors or dealerships to coaches (see section J).

A-4. Collision Insurance. Collision insurance covers damage to the operator’s vehicle through impact with another object when the operator’s vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-5. Comprehensive Insurance. Comprehensive insurance covers damage to the operator’s vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-6. Contracted Rental Agency. Accounts Payable, through the State of Idaho Purchasing, has contracted with rental vehicle companies to provide consistent pricing, insurance coverage provisions, and other benefits. See UI Accounts Payable’s website for details.

A-76. Driving Performance. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving-related performance is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-82. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.
A-9. Large Trucks and Moving Vans. Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho.

A-10. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-8. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-119. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually $5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault.

A-120. Motor Pool. University units that own a University vehicle may wish to rent the vehicle to other University units (see section 1).

A-131. Non-Owned and Hired Auto Liability. Non-owned and hired auto liability coverage will pay for damages to a third party, on behalf of the University, when a University driver causes an accident or an injury to someone while driving a rented vehicle or non-owned vehicle for University business.

A-142. Rental Vehicle. A passenger vehicle, pickup, or SOHV rented in the name of the university for official University purposes (see section H).

A-13. Contracted Rental Agency. Accounts Payable, through the State of Idaho Purchasing, has contracted with rental vehicle companies to provide consistent pricing, insurance coverage provisions, and other benefits. See UI Accounts Payable’s website for details.

A-154. Specialty Off-Highway Vehicles. A specialty off-highway vehicle (SOHV) includes but is not limited to All Terrain Vehicles (ATV), golf carts, or similar vehicles (see section K).


A-176. Texting. Reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, social media communications, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Texting includes use of voice-operated or hands-free devices that allow the user to review, prepare and transmit a text message without the use of either hand except to activate, deactivate or initiate a feature or function.

A-17. Large Trucks and Moving Vans. Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho.

A-188. University Vehicle. Any licensed vehicle or SOHV, including University-Owned, rented, or leased by UI for official University purposes, and any SOHV or courtesy vehicle (when the coach courtesy vehicle is not used for personal business) used for official University purposes.

A-199. University-Owned Vehicle. A vehicle (including SOHV) licensed and titled in the name of the University.
Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis (see Standards for Departments Using Volunteer Services). A. Definitions.


A-3. Collision Insurance. Collision insurance covers damage to the operator’s vehicle through impact with another object when the operator’s vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-4. Comprehensive Insurance. Comprehensive insurance covers damage to the operator’s vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-5. Driving Related Conduct. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving related conduct is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-6. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-7. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-8. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually $5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault. Medical payments coverage is not carried on University Vehicles (see section C-3).

A-9. Motor Pool. The College of Natural Resources has a number of University Vehicles that are available on a rental basis.

A-10. Non-Own and Hired Auto Liability. Hired auto liability coverage will pay for damages to a third party, on behalf of the University, if you cause an accident or an injury to someone while you are driving a rented car or non-owned vehicle for university business. [add. 3-14]

A-11. Passenger Vehicle. A sedan, light truck, or sport utility vehicle. [ren. 3-14]

A-12. Rental Vehicle. A passenger vehicle or pickup rented in the name of the university for official university purposes.

A-13. Texting. Reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Texting includes use of voice-operated or hands free...
devices that allow the user to review, prepare and transmit a text message without the use of either hand except to activate, deactivate or initiate a feature or function. [add. 5-13]

A-14. Trucks and Moving Vans. Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho (State). [ren. 5-13]

A-15. University Vehicle. Any licensed vehicle owned, rented or leased by the university for official university purposes. [ren. 5-13]

A-16. University-Owned Vehicle. A vehicle licensed and titled in the name of the university. All university-owned vehicles must be reported annually to the Office of Risk Management (Risk). [ren. 5-13]

A-17. Volunteer. Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis. Volunteers must be recruited and authorized by a university employee who has hiring authority. (see APM 5.11). [ren. 5-13]

BB. Overview Policy

B-1. In General. University vehicles, which are any licensed vehicle or SOHV owned, rented or leased or coach courtesy vehicle (when the vehicle is not used for personal business), are provided to further the educational mission of the university, and may only be used for official university business. Units possessing and individuals operating a university vehicle will adhere to this policy and the Standards for University-Owned, Rented or Leased Vehicle Use and Coverage.

The use of University Vehicles for personal or other non-official business is strictly prohibited. Operators of University Vehicles are expected to be good stewards of this important asset. The president and certain other university employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive university vehicles between the campus and their homes and to keep the vehicles at their residences. All vehicles, except as described above, are to be kept in assigned parking areas when not in use.

The title of a vehicle determines which party responds to auto losses. Vehicles titled to the university must be enrolled in liability coverage, and if five years old or newer, physical damage coverage. Coverage is through the State of Idaho Risk Management Program (State RMP).

B-2. University Vehicles which include University-Owned Vehicles, Specialty Off Highway Vehicles (SOHV), Motor Pools, Rentals and Coach Courtesy Vehicle. Insurance Coverage for University Vehicles. Coverage for University Vehicles is through the State of Idaho Risk Management Program (State RMP). Units are responsible for deductibles and damage not covered through the State RMP. Vehicles titled to the university and vehicles provided by dealerships to coaches (when the coach courtesy vehicle is not used for personal business) University Vehicles must be enrolled in full coverage if 20 years or newer and liability coverage if 21 years or older. See Standards for University-Owned, Rented or Leased Vehicle Use and Coverage for coverage process and exceptions.

B-3. Restriction on Passengers. Medical payments coverage is not carried on university vehicles. For this reason, University policy restricts passengers in University vehicles to the following persons: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. [rev. 3-14]

B-4. Coach Courtesy Vehicles. Coach courtesy vehicles used solely for university business purposes must be covered by the university for liability and physical damages with the dealership being listed as loss payee, and the coach must qualify to operate the vehicle per requirements for use of a UI owned, rented or leased vehicle. Coach courtesy vehicles used for both personal and business purposes must be covered by the coach's personal automobile policy. In this
case, and the coach does not need to qualify to operate the coach courtesy vehicle per requirements for use of a UI owned, rented or leased vehicle.

B-5. Purchasing Vehicles. Units acquiring vehicles, equipment, SOHVs or trailers that involve a title for ownership must:
   a) Process purchase through Purchasing Services,
   b) Ensure that each vehicle has an Accident Kit,
   c) Post cautionary, safe-use guideline signs provided by Environmental Health and Safety (EHS) in conspicuous locations in all 8-12 passenger vans and SOHVs,
   d) Immediately report all accidents to Risk,
   e) Assist Risk in any accident investigation,
   f) Maintain vehicles, as per EHS requirements,
   g) Have each vehicle inspected by a qualified inspector annually,
   h) Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher, and
   i) Adhere to the Standards for University-Owned, Rented or Leased Vehicle Use and Coverage.

B-6. 15-Passenger Vans. The university does not allow the purchase, rental, or use of any 15-passenger vans, whether new or used.

B-7. Motor Pool Requirements. A motor pool’s requirements for use of its vehicles may be more restrictive than university requirements but may not be less restrictive. Units wishing to rent vehicles to other university units must consult with Risk before the rental occurs.

B-8. Rentals. Rental vehicle drivers must meet driver qualifications as set forth in B-10. Whenever possible, rentals must be arranged for by visiting Accounts Payable’s Travel Services website, which provides for rentals through contracted rental companies. Renters may only purchase rental car agency insurance (liability and physical damage) only if the unit is unwilling to pay the comprehensive and collision deductibles charged by the State RMP; the vehicle is rented outside the United States; the rented vehicle is a Large Truck or Moving Van; or if any passenger is not covered by student insurance or by worker’s compensation insurance. Contact Risk for assistance if rental through contracted rental companies is not available in area or when renting a Large Truck or Moving Van.

B-9. B-2. Privately Owned Vehicles. In order to ensure safe operation of University Vehicles, drivers must qualify to use the vehicles. Before operating a University Vehicle, a university employee must have on file with his/her unit: (i) an Authorization to Travel form signed by the appropriate authority for the unit; (ii) verification of completed driver training; (iii) a satisfactory driver’s record check; and (iv) a signed Vehicle Use Agreement (VUA). If an accident occurs, drivers (see section I) of University Vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of and are not covered by, the State RMP’s comprehensive or collision coverage. Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, depending on the insurance coverage maintained by the owner of the private vehicle. The non-university University vehicle’s insurance is primary. Up to the limit of the Idaho Tort Claims Act ($500,000), the university University’s liability coverage is excess covering the University for non-owned and hired auto liability. The university University’s liability coverage would not cover the driver’s personal liability. Drivers of a non-university University vehicle for official university University business, are responsible for compliance with all federal, state, and local laws and regulations applicable to vehicle operation and are not to use mobile phones or other electronic devices while operating a vehicle, including but not limited to using such devices for texting.

B-10. Units that own vehicles must: (i) ensure that each vehicle has an accident claim kit; (ii) post cautionary, safe-use guideline signs provided by Environmental Health and Safety (EHS) in
conspicuous locations in all 8-12 passenger vans; (iii) immediately report all accidents to Risk; (iv) assist Risk in any accident investigation; (v) maintain vehicles, including update maintenance records and inspect vehicles on a regular basis; (vi) have each vehicle inspected by a qualified inspector annually; and (vii) ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

The College of Natural Resources requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive. Information on procedures and charges for these vehicles can be obtained by contacting the College of Natural Resources. If a unit wishes to rent vehicles to other university units, it must consult with Risk before the rental occurs. (ed. 3-14)

The president and certain other university employees designated by the president (e.g., persons who are subject to emergency calls) are authorized to drive University Vehicles between the campus and their homes and to keep the vehicles at their residences. All vehicles, except as described above, are to be kept in assigned parking areas when not in use.

Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and notifying Risk annually thereafter. Units are responsible for putting an accident claim kit in University Vehicles and for making sure the forms are updated or replaced as needed. (ed. 3-14)

The university does not allow the purchase or rental of any 15 passenger vans, whether new or used. Effective 7/1/2010, 15 passenger vans may not be purchased, rented, borrowed or used by any university units. For alternatives to 15 passenger vans, contact Risk (see section K).

C. Insurance Coverage for University Vehicles.

C-1. Liability Coverage for University Vehicles. Through the Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), State RMP is charged with management of auto liability and auto physical damage (comprehensive and collision) coverage. The university participates in the State RMP coverage, and all University Vehicles are covered (see section G). (ed. 3-14)

C-2. Physical Damage Coverage for University Vehicles (Comprehensive and Collision Coverage). The university maintains physical damage coverage on its owned vehicles of the five most recent model years, as determined July 1 each year, and on specific other vehicles at the request of a unit, with a deductible of $500 per loss. Units must have physical damage coverage on vehicles that are five years old or newer. Physical damage coverage for vehicles older than five years is acquired by unit request (see section G). Units are responsible for deductibles and damage not covered through the State RMP. (ed. 3-14)

C-3. Medical-Payments Coverage for University Vehicles. Medical-payments coverage is not carried on University Vehicles. For this reason, university policy restricts passengers (see section H) in University Vehicles.

D. Use of and Insurance for non-University Vehicles. When a university employee or student uses any non-University Vehicle for official university business, (i) such drivers are responsible for compliance with all federal, state, and local laws and regulations applicable to vehicle operation; (ii) drivers are not to use mobile phones or other electronic devices while operating a vehicle, including but not limited to using such devices for texting; and (iii) the non-University vehicle’s insurance is primary. Up to the limit of the Idaho Tort Claims Act ($500,000), the university’s liability coverage is excess, but only Non-Owned and Hired Auto Liability and not Personal Liability. The university’s comprehensive-collision coverage will not extend to a non-University Vehicle driven on university business by its owner or by another driver. The private vehicle’s comprehensive-collision insurance (if available) will provide the only coverage (see section H for passengers). Employees should check with their personal insurance company to determine coverage on their privately-owned vehicle when used for business purposes. (rev. 5-13, 3-14)
E. Rental Vehicles

E-1. Rental vehicles are only to be used for official university business. The driver must have on file with his/her unit an Authorization to Travel form signed by the appropriate authority for the unit.

The driver must sign the rental agreement in his/her name, followed by the initials “UI”, to indicate to Risk and State RMP that the vehicle is being rented for official university business. The driver is responsible for ensuring that he/she has met the requirements of the university’s driver policies and any specific requirements of the rental agency or loaning organization (e.g., age requirements, credit card, etc.). When traveling, the driver must carry an accident claim kit, available by contacting Risk.

E-2. Purchasing Services has entered into contracts with rental agencies that will give UI employees special rental rates and/or benefits. Contact Purchasing Services at 885-6116 for details on contract specials or cost savings. Visit Accounts Payable’s website at http://www.uidaho.edu/controller/accountspay regarding reduction of the deductible and the benefits of using the UI Purchasing Card to pay for a rental. [ed. 11-10]

E-3. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

E-4. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. Only purchase rental car agency insurance (liability and physical damage), if:

a. the unit is unwilling to pay the $500 comprehensive and collision deductibles charged by the State RMP;

b. the vehicle is rented outside the United States;

c. the rented vehicle is a truck or moving van. (State RMP does not provide coverage for truck rentals or moving vans. When an employee rents a truck for official university business, the employee must purchase the liability and physical damage insurance offered by the rental agency because the university cannot provide the coverage required in the agency’s rental agreement. Units are responsible for any deductible for the insurance.);

d. see section H for information regarding passengers.

F. Motor Pools. The College of Natural Resources has vehicles available for rent by other units. Any unit wanting to rent vehicles to other university units must consult with Risk before the rental occurs and must ensure the following requirements are met before releasing a vehicle:

F-1. Obtain verification that a signed VUA form is on file in the driver’s unit;

F-2. Ensure that each vehicle has an accident claim kit. To request an accident claim kit, contact Risk. (see section K);

F-3. Post cautionary, safe-use guideline signs provided by EHS in conspicuous locations in all 8-12 passenger vans (see section B for van details);

F-4. Immediately report all accidents to Risk, and when appropriate, assist Risk in any accident investigation or information-gathering activity;

F-5. Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All University Vehicles must pass inspection by a qualified inspector annually. An Annual Vehicle Inspection
Checklist must be used to document a University Vehicle has passed an annual inspection in order for it to remain in service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management’s Statewide Safety and Loss Control Program Model, are used to perform weekly, monthly and quarterly inspections; approved checklists may be found and downloaded from the EHS website at www.uiweb.uidaho.edu/safety.

**F-6.** Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

**G. Annual Renewal, Additions, or Deletions of State RMP Auto Coverage.** In return for the low auto coverage premiums enjoyed by the university, it is necessary to provide timely and accurate information about University Vehicles to State RMP. Units can easily manage their schedule of vehicles by deleting a vehicle from coverage when sold or surplused by completing a Vehicle Coverage Add/Change/Delete Worksheet. Procedures can be found on Risk’s website (see section K). [ed. 3-14]

**G-1. Annual Renewal.** Each spring, State RMP requires the university to verify that the list of vehicles reported to the State RMP is an accurate listing of all University Vehicles. Units must verify the vehicle spreadsheet received from Risk for the annual renewal. Changes to the spreadsheet should be reported to Risk using a Vehicle Coverage Worksheet. If there are no changes to report, Units must send an email to Risk stating that no change is needed. Units can optimally manage their annual renewal by ensuring they have put Risk on notice of any changes to the unit’s contact, and of newly acquired or divested vehicles. Units can make this notification by completing a Vehicle Coverage Worksheet. [ed. 3-14]

**G-2. Additions or Deletions of University Vehicles to Liability Coverage.** Units that own vehicles are responsible for adding each new vehicle to liability coverage when it is acquired. There is no cost to the unit for liability coverage. [ed. 3-14]

**G-3. Additions or Deletions of University-Owned Vehicles to Comprehensive and Collision (Physical Damage) Coverage.** Units that own vehicles are responsible for adding each new vehicle to comprehensive and collision coverage when the vehicle is acquired. Units must have comprehensive and collision coverage on vehicles that are five years old or newer, and can request coverage on older vehicles. The charges will be processed annually when the billings are received from the State RMP. Premiums are not prorated. [ed. 3-14]

**H. Passengers.**

**H-1. Passengers Allowed.** Only the following persons may ride in University Vehicles: (i) UI employees, (ii) persons cooperating in UI projects or programs, and (iii) students participating in authorized travel. [rev. 3-14]

**H-2. Medical Payment Coverage.** Medical payments coverage is not carried on University Vehicles. [add. 3-14]

**H-3. Rental Car Agency Insurance for Passengers in Rental Cars.** Rental car agency insurance for liability and physical damage may be purchased if any passenger is not covered by student insurance or by worker’s compensation insurance. [add. 3-14]

**H-4. Insurance Coverage for Passengers in Privately Owned Vehicles.** Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, depending on the insurance coverage maintained by the owner of the private vehicle. There is no insurance coverage through State RMP for passengers. [rev. 3-14]

**I. Driver Qualifications.** Driving a University Vehicle is a serious responsibility reserved for university employees and select other persons. Units assist the university in controlling risks
(i) by making sure that drivers are qualified by meeting the requirements contained in section I-3, and (ii) by reporting the observation of any unsafe practices to Risk. [rev. 3-14]

All drivers, including Volunteers, are expected to comply with the Standards for University-Owned, Rented or Leased Vehicle Use and Coverage and all policies regarding qualification to operate University Vehicles, including rental vehicles, which are university owned vehicles, SOHVs, rentals, leased vehicles, and coach courtesy vehicles (when used only for business purposes). A driver may be disqualified based on their driving performance. [rev. 3-14]

I-1. ASUI Student Drivers. ASUI Student Drivers are drivers approved by the ASUI for the operation of ASUI vehicles. Any driver may be disqualified based on their driving performance. [rev. 12-11, ed. 3-14]

Names of students authorized to drive ASUI vehicles must be filed in writing, in advance, with Risk. Student drivers must meet the UI driver qualifications listed in section I-3.

I-2. Non-Employee Drivers. The president, or designee, provost, a vice president, dean or director may authorize a non-employee to drive a University Vehicle, excluding 8-12 passenger vans, if the purpose is for official university business and the individual holds a valid driver’s license. All such authorizations must be approved in writing in advance and signed by one of the above officials. A UI Authorization of Approved Driver of University-Owned Vehicle(s) form must be completed. Examples of situations that may be approved under this section include use of University Vehicles by members of boards or councils performing services for the university. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901 through 6-929.

I-3. Qualifications for Driving University-Owned Vehicles. A driver must meet the following qualifications before being permitted to drive a University Vehicle on official University business or officially sanctioned student activity: (i) satisfactory driving performance, (ii) a signed VUA, and (iii) proof that he/she has taken the UI driver’s training course.

a. Satisfactory driving performance. Employee drivers must provide proof of a satisfactory driver’s record check and must maintain satisfactory driving-related conduct. In addition to the conditions listed in I-3, a driver’s privileges may be suspended or revoked under the provisions of paragraph (ii) below based on reports of unsatisfactory driving-related conduct. [rev. 12-11]

Driver’s record check. Employee drivers are responsible for providing a three-year driver’s record check when first hired or before the employee’s initial use of a University Vehicle. The record check must be repeated at least every three years. Drivers licensed in the State of Idaho may have the check made by designated unit personnel using the Idaho Department of Transportation’s website at no charge to the unit. For a list of unit personnel designated to obtain Idaho driver’s records, visit the Risk website (see section K). Out-of-state or international license holders are responsible for providing a current copy of their three-year driver’s record and any legend, key or other documentation necessary to interpret the record. [rev. 12-11, 3-14]

Unit personnel interested in gaining access to check an employee driver’s record from the Idaho Department of Transportation should contact Risk.

b. Disqualification. Any of the following conditions listed on a driver’s record or disclosed by the driver will disqualify an employee from driving a University Vehicle. [rev. 12-11, ed. 3-14]

a. Accumulation on the employee’s Idaho driver’s license record of 9 or more points within the past 36 months [see IDAPA §39.02.71; rev. & ren. 12-11]

Accumulation on the employee’s out-of-state or international driver’s license record of one-half the point total that would trigger suspension or revocation of the driver’s license;

b. Suspension or revocation of the employee’s driver’s license within the past 3 years for any driving-related conduct whether or not involving a University Vehicle, subject to the provisions of (iii)(b), below, [rev. & ren. 12-11]

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c. A conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving whether or not involving a University Vehicle.

A second Conviction will result in permanent revocation of driving privileges. [rev. & ren. 12-11] Employee drivers who become disqualified a second time may be subject to permanent revocation of driving privileges and disciplinary action, up to and including dismissal. See the Standards for University Owned, Rented or Leased Vehicle Use and Coverage for details on qualifications.

d. Any infraction for use of a mobile phone or other electronic device in texting while driving, when the employee or authorized non-employee is performing official university business in support of a federal grant or contract. [add. 5-13]

The university’s ability to suspend or revoke an employee’s driving privileges for the reasons stated above shall not limit the university’s ability to dismiss the employee for cause under the provisions of FSH 3910, FSH 3920, and FSH 3930. [add. 12-11]

(iii) Reinstatement. [add. 12-11]

a. An employee who accumulates excessive points on his/her record will be prohibited from driving a University Vehicle until he/she successfully completes an approved safe driving course, and the responsible Vice President, Director, or Dean, in his or her sole discretion, thereafter authorizes resumption of driving privileges. [add. 12-11]

b. An employee whose license has been suspended will be prohibited from driving a University Vehicle until the license is reinstated. The university may, however, suspend university driving privileges for a longer period, up to one year, for serious offenses, and may require driver training. In making this determination, the university will decide in its sole discretion whether the offense is serious enough to warrant a longer suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, level of impact on the employee, and past work performance, and may permit limited driving with restrictions. An employee’s driving privileges may be reinstated only by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. [add. 12-11]

c. An employee who receives a Conviction for an alcohol or drug-related offense while driving will be prohibited from driving a University Vehicle until the Conviction is reviewed by the responsible Vice President, Director, or Dean in consultation with General Counsel and the Risk Management Officer. Driving privileges may be reinstated only if the following two conditions are met: 1) the employee successfully completes, at the employee’s expense, an approved drug and alcohol awareness class; and 2) the employee is authorized to resume driving by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. In making this determination, the university will decide in its sole discretion the appropriate length of time of the suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, past work performance, and whether driving is a minimum qualification of the employee’s position. The university may permit limited driving with restrictions. [add. 12-11]

The employee will be subject to random alcohol and drug testing at the direction of the university for one year from the date of Conviction. Failure of an alcohol or drug test, or failure to submit to required testing, by an employee whose job description requires him/her to drive, will be grounds for immediate dismissal from employment. [add. 12-11]
(iv) **Grievances.** An employee aggrieved by the suspension or revocation of driving privileges may file a timely grievance under the provisions of FSH 3840, 3860, 3880, or 3890. [rev. & ren. 12-11]

**b. Satisfactory driving-related conduct.** To retain university driving privileges, all employees must maintain a satisfactory driver’s record throughout their employment, and have satisfactory driving-related conduct.

(i) Employee drivers are expected to self-report driving occurrences that may cause disqualification under section I-3.a.i., and to comply with all university driving policies. Employee drivers who become disqualified a second time will be subject to disciplinary action, up to and including dismissal. Supervisors are expected to report second disqualifications to Risk within 24 hours of being aware of the driving-related conduct. [rev. 3-14]

(ii) Employee drivers must report all accidents to their supervisor and to the unit to which the vehicle is permanently assigned; obtain a police report, as necessary; file an accident report with Risk; and when appropriate, assist Risk in any accident investigation or information-gathering activity. The driver must also make required reports to law enforcement agencies.

(iii) At the discretion of Risk, or if any university employee is found at fault for an accident while driving a University Vehicle, the employee’s unit will be required to provide Risk with a copy of the driver’s record and VUA, and proof of driver’s training. At-fault drivers may be required to repeat driver training.

**c. Drivers Training.** All employees and authorized volunteers who wish to drive a University Vehicle must successfully complete an approved defensive driving course upon initial employment, unless they already possess a valid Commercial Drivers License (CDL). Defensive driving courses are offered and/or approved by EHS. Unit supervisors must ensure that employees have completed required training before they are allowed to drive a University Vehicle. [ed. 3-14]

(i) **Departmental responsibility for monitoring driver training.** Units must ensure that their employees, authorized volunteers, or approved ASUI student drivers complete the appropriate training before driving a University Vehicle for official university business or officially sanctioned student activity.

**d. Driver and Safety Requirements.** Responsibilities and/or driver restrictions: [ren. 12-11]

(i) University Vehicles must be at least 18 years old. Drivers of vehicles that carry 8 or more passengers must be at least 21 years old.

(ii) Drivers must have and maintain satisfactory driving performance (see section I-3.a). [ed. 3-14]

(iii) As required, drivers must have successfully completed the appropriate driver training, or have a valid CDL.

(iv) A VUA must be signed and approved. Drivers must adhere to all conditions listed in the VUA, which can be obtained from Risk.

(v) State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under...
In certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.

(vi) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times not exceed 2 hours, separated by a minimum 15 minute break.

(vii) Mobile phone or other electronic device use, including but not limited to texting, is prohibited while driving. (rev. 5-13)

(viii) Smoking is not permitted in a University Vehicle.

(ix) Open containers of alcohol are not permitted in a University Vehicle. Drivers may not drive while under the influence of drugs or alcohol. Medications that do not impair the driver’s ability or cause drowsiness are permitted. (ed. 3-14)

(x) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

J. Vehicle Accidents and Claims

J-1. University-Owned Vehicles. In the event of an accident involving a university-owned vehicle, notify Risk immediately and submit an Auto Accident Report Guide to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver’s unit to submit a claim to State RMP (see section K). (ed. 3-14)

J-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage. If you did not purchase collision insurance from the rental agency, inform the representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green “Citizen’s Claim Procedure” form from the accident claim kit, and provide Risk’s main number (208) 885-7177. If the rental agency demands immediate payment for a damaged vehicle, contact Risk.

J-3. When Injuries are Involved. In the event of injury to a university employee or authorized volunteer, inform the medical provider that the individual’s workers compensation insurance is provided through the State Insurance Fund. Supervisors must promptly notify EHS of the accident so a workers compensation claim can be initiated in a timely manner. In the event of injury to any other individuals, notify Risk immediately. In the event of a serious or life-threatening injury, notify your supervisor immediately and ask the supervisor to escalate the report to Risk immediately.

C. Process. See the Standards for University Owned, Rented or Leased Vehicle Use and Coverage found on Risk’s website by clicking Insurance, then Vehicle Use and Coverage for step by step instruction for policy compliance, processes and the completion of applicable forms.

KD. Contact Information. Information and forms for For any questions regarding the use of University Vehicles, driver requirements, or vehicle insurance coverage are available on the Risk Management and Insurance website. Risk’s website, https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management, then click Vehicle Use and Coverage. Any questions regarding vehicles should be referred to Risk by emailing please contact Risk at (208) 885-7177, risk@uidaho.edu or by fax at (208) 885-9490.
For all forms, examples and further instructions on procedures, visit
www.uidaho.edu/risk/insurance/vehicles.
POLICY COVER SHEET

For instructions on policy creation and change, please see https://sitecore.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
- Addition
- Revision*
- Deletion*
- Emergency
- Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)
- Addition
- Revision*
- Deletion*
- Emergency
- Minor Amendment

Policy Number & Title:
  APM 70.02 Travel

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator:

Policy Sponsor, if different from Originator: Linda Campos lcampos@uidaho.edu 208-885-6530

Reviewed by General Counsel X Yes ___No Name & Date: Kent Nelson, 05/21/21

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion.

   With the implementation of the Chrome River Travel and Expense Program, the Travel Chapter 70 was outdated and not consistent with the new process. The Section was removed from the APM and redesigned to provide the UI and State travel policies in the APM and include the processing information on the Accounts Payable/Chrome River websites. Instead of single APM sections, one narrative or summary for the travel policies was developed.

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

   None, it provides a clearer guideline for business related travel.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

   Risk Management section 05.08 has been referenced during the APM update to provide the travelers a clear understanding of the Risk to both the University and the traveler and their responsibilities.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

   The current section has been removed from the APM. We would like the section to be available on the first possible date after it has been approved.
70.02 Travel (University of Idaho) – September 2021
Overview
Last updated October 1, 2020
A. A. General.

It is UI policy to reimburse employees for expenses incurred while traveling on official UI business. Such reimbursement is subject to all applicable statutes, regulations, contracts, policies, procedures and budget availability.

1. Departmental administrators, along with the Division of Finance and Administration, are responsible for ensuring that travel expenditures comply with the State of Idaho Travel policies. Employees are responsible for compliance with all UI policy and procedure relating to travel, including APM 05.08 Vehicle Coverage and Use. Employees are expected to be prudent in making travel arrangements and selecting the lowest cost options available. Any questions regarding this policy should be directed to the Accounts Payable Travel team at travel@uidaho.edu.

In addition to making sure travel expenditures are compliant, units are also responsible for implementing policy and procedures related to the use of UI owned and rented vehicles, including but not limited to vehicle coverage, vehicle rentals, and driver qualification. For more information see the Risk Management website at https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance, then click Vehicle Use and Coverage.

2. Employees are expected to be prudent in making travel arrangements and selecting the lowest cost options available.

B. Definitions.

1. 1. Official Travel Status.—Traveler is physically away from their official work location station by a distance of 50 miles or more, or their travel includes an overnight stay.

2. 2. Traveler.—Any person traveling on behalf of the University of Idaho for the purpose of Official University business.

3. 3. In-State Travel.—Travel between locations in Idaho.

4. 4. Out-of-State Travel.—Travel from within Idaho to a destination outside of Idaho, but within the continental United States, and U.S Territories return there from.

5. 5. Foreign Travel.—Foreign travel comprises travel to/in foreign countries. It does not include travel in Alaska, Hawaii, Puerto Rico or U.S. Possession territories.

6. 6. Commercial Lodging.—Lodging such as a hotel, motel, or apartment provided to the public for pay during Travel requiring overnight absence from an employee's Official Station during which expenses arising from the use of commercial lodging are expected.

7. 7. Non-Commercial Lodging.—Lodging during Travel requiring overnight absence from an employee's official station during which non-commercial lodging is used (for which the traveler does not provide payment) (e.g., camping equipment, recreational vehicle or private home).

8. 8. Official Station.—The city, town or other location to which an employee is assigned.

9. 9. Daily Per Diem.—Reimbursement for lodging, meal and incidental expenses for a 24-hour period.

10. 10. Charter Services.—Airlines that do not participate in franchised airline reservation systems.
Unrestricted Air Travel - Airline travel for which there are no restrictions on ticket purchase (e.g., seven- or fourteen-day advance purchase, Saturday night stay or non-refundable provisions).

C. Persons Eligible for Travel Expense Reimbursement
   1. Employees. UI employees are eligible for travel reimbursement for expenses incurred in connection with official travel.
   2. Employees on Leave. Reimbursement for travel expenses incurred during sabbatical or other types of leave is warranted only in exceptional circumstances.
   3. Unpaid Members of Advisory Committees. Unpaid members of advisory committees may be reimbursed for actual and reasonable expenses.
   4. Recruitment for Employment. Reimbursement is limited to travel expenses for personal interview and must be approved in advance by authorized campus personnel. Prior approval is required if reimbursement includes travel expenses for other members of the candidate’s family.
   5. New Employees – Household Moves. New employees may be reimbursed for household moving travel and household moving expenses, subject to the provisions of APM 75.38 New Employee Moving Expense Reimbursement for UI Personnel.
   6. Students. Students who travel as employees or officially designated representatives of a campus may be reimbursed for travel expenses as defined above for employees or unpaid members of Advisory Committees.
   7. Non-Employees and Volunteer Workers. Non-employees and volunteer workers may only be reimbursed only for travel expenses incurred in conjunction with providing a service to the institution through a formal or informal contractual relationship.

D. Pre-Travel Approval – Travel and Expense Reimbursement Authorization
   1. Pre-travel Authorization Required. Travel expenses will be reimbursed provided the trip is approved in advance by authorized campus personnel. The definition of authorized personnel will vary somewhat by unit but will usually include approval by a supervisor and/or departmental financial positions. Requests should be submitted by travelers or staff who are knowledgeable of the State of Idaho Policies and University Procedures. These individuals submitting requests will be held accountable for compliance with these rules.
   2. Blanket Travel Authorization. Employee Pre-Travel authorizations must be submitted and approved prior to travel. Blanket travel authorization may be approved for a series of trips that relate to the employee’s official job requirements and duties within the usual limits of their duties.
   3. Advances. Travel advances for per diem and incidentals or travel expenses related to students paid by either direct deposit or check payments may be issued by either direct deposit or check payment no more than two weeks prior to the traveler’s departure date.
   4. International Travel. International Travel pre-approval requires additional steps in the approval process. For information concerning International Travel, please see APM 70.23.

E. Travel Expense Reporting
   The university provides the UI Purchasing Card Program as an efficient method of paying for travel expenses. Travel expenses not included on the purchasing cards may be reimbursed to the traveler.
When employees travel together, it may be expedient for one employee to pay and report specific expenses of other employees. Reimbursement for multiple employees is only allowed when actual expenses are being reimbursed and are supported by receipts. For business-related group meals, deductions are made from the per diem amounts for employees involved. Travel expenses must be submitted through approved University procedures, along with receipts and other required information.

Any changes to the duration of the approved travel resulting from unusual circumstances, such as severe weather, road conditions, airline delays, illness, or other situations beyond the traveler’s control must be fully documented and approved to support the increase or decrease of allowable costs and time resulting from the unusual circumstances.

An employee may be permitted to take a period of leave, with or without pay, while on a trip authorized for official business. In this situation, the traveler must document the actual costs incurred with a detailed comparison to the amounts that would have been incurred had the trip included only the authorized and required duration, destinations. When submitting the Expense Report, the employee should document the date and time of the beginning and the ending of the included period of leave. Travel expenses (airfare, lodging, car rental, etc.) for travel costs relating to the personal leave may not be charged to the UI Purchasing Card.

**FF. Purchasing Card Travel Expenses**

1. **General.** The University of Idaho provides a corporate purchasing card for small-dollar purchases and for the use of pre-approved business travel expenses; see APM 75.37. To the extent practical, all costs for travel should be incurred using the purchasing card or travel advances to minimize the need for the traveler to incur costs prior to being reimbursed requiring reimbursement.

2. **Eligibility.** Any current employee who may travel or purchases small-dollar items relating to their responsibilities outlined on their official job description is eligible for use of a purchasing card.

3. **Card Acceptable Usage.** Employees' use of the purchasing card may be used only for business travel and other business expenses. Business travel expenses including lodging, meals, car rental and miscellaneous expenses incurred while traveling for business purposes. Expenses not allowed on the purchasing card are costs covered by per diem, mileage or fuel for personal vehicles, and personal travel expenses, and travel expenses that involve the combination of both business travel and personal travel are also excluded from the use of the purchasing cards.

4. **Responsibilities**

   a. The employee or cardholder is responsible for charges placed on their purchasing card. Consequences of misuse may include disciplinary action up to and including dismissal, personal liability, repayment of all costs for personal expenses, prosecution, and any legal costs incurred by the state in the investigation and prosecution for any misuse of the purchasing card.

   b. The cardholder’s financial unit is responsible for reconciling the purchasing cards in a timely manner and ensuring that the expenses are submitted within 30 days after the traveler has concluded travel. The unit is responsible for notifying the Purchasing Card Administrator when an employee terminates their employment.
F. Travel Expense Reporting

1. General. Travel expenses not paid for via purchasing card or travel advance may be reimbursed to the traveler.

2. Group Expenses. When employees travel together, it may be expedient for one employee to pay and report specific expenses of other employees. Reimbursement for multiple employees is allowed only when actual expenses are being reimbursed and are supported by receipts. For business-related group meals, deductions are made from the per diem amounts for employees involved. Travel expenses must be submitted through approved University procedures, along with receipts and other required information.

3. Unusual Circumstances. Any changes to the duration of the approved travel resulting from unusual circumstances, such as severe weather, road conditions, airline delays, illness, or other situations beyond the traveler’s control, must be fully documented and approved to support the increase or decrease of allowable costs and time resulting from the unusual circumstances.

4. Leave Period during Official Travel. An employee may be permitted to take a period of leave while on a trip authorized for official business. In this situation, the traveler must document the actual costs incurred with a detailed comparison to the amounts that would have been incurred had the trip included only the authorized and required duration and destinations. When submitting the expense report, the employee must document the date and time of the beginning and the ending of the included period of leave. Travel expenses (airfare, lodging, car rental, etc.) related to the personal leave may not be charged to the UI Purchasing Card.

G. Travel Agency Services. A unit may use the services of a travel agency. Use of a travel agency must comply with FSH 6421 Nepotism.

Departments may purchase tickets from a variety of sources. Price, service, and administrative cost are major factors in the purchasing decision. However, in no case shall arrangements be made with businesses owned or operated by family members.

H. Student and Team Travel

1. Student Travel General. Student travel related to either the student’s employment or educational experiences is eligible for expense reimbursement. Travel authorizations and reimbursements follow the same travel procedures and policies as those for current University employees. Procedures provided in H-2 through H-4.

2. Athletic Teams and Student Group Payments. Group leaders who pay all or part of the group’s expenses may be reimbursed by submitting a Travel Expense Claim/Report for the actual expenses incurred. When one UI employee, such as a coach, athletic director, or group leader, pays for the travel expenses of the team or group members.

3. Student Travel with Employee. UI Purchasing Cards may be used to charge travel costs for student employees who are traveling with another employee. Non-employee students may need to pay for their own travel costs and request reimbursement. If a student travels with an employee, faculty/staff member’s, the non-student employee’s travel charges will need to be reconciled and included on the employee’s travel expense report.
4. **Student Travel without Employee.** If a student is traveling without a faculty/staff representative or non-student employee, the department may pay for student travel expenses, except meals, on a purchasing card.

### Travel - I. Meals and Incidental Expenses, Lodging, and Miscellaneous Expenses

#### A. Meal and Incidental Expenses

1. **General.** Generally, meals and incidental expenses are reimbursed at a per diem rate. The per diem allowance is a fixed amount for a full day of official travel and is not a reimbursement for actual costs incurred. No receipt is required.

2. **Per Diem for Partial Days of Travel.** Proration of per diem for partial days is required when travel does not involve an overnight stay, or when meals are furnished by others or when meals are furnished as part of a business-related meeting or conference. The following percentages shall be applied when prorated per diem is required. The meal allowance is based on the federal per diem for out of state destinations and for the maximum amount allowed within the state of Idaho.

   - On the day the trip begins, the traveler is eligible for 100% of the per diem if the trip begins before 12 p.m. (noon).
   - On the day the trip begins, the traveler is eligible for 50% if the trip begins after 12 p.m. (noon).
   - On the day the trip concludes, the traveler is eligible for 100% of the per diem if the trip concludes after 6 p.m.
   - On the day the trip concludes, the traveler is eligible for 50% if the trip concludes before 6 p.m.

   For the departure day, the per diem rate is based upon the location of overnight lodging. For the day the traveler returns from a trip, the per diem rate is based upon the last location of overnight lodging. For more information view the Accounts Payable Website.

   [https://www.uidaho.edu/finance/controller/accounts-payable/travel-services](https://www.uidaho.edu/finance/controller/accounts-payable/travel-services)

3. **Actual Meal-Expense Reimbursement.**

   a. **General.** Reimbursement for meals at actual expense is only allowed when hosting official guests and groups, for athletic team and student group meal expenses, and for unpaid members of advisory committees. When actual meal expenses are claimed, an itemized receipt is required. A reasonable gratuity not to exceed 20% of the cost for each meal expense may also be claimed.

   b. **Required Documentation.** When actual meal expenses are claimed, an itemized receipt is required. The receipt must separate the meal cost and the gratuity paid. When the receipt shows only the total charge, the traveler should write in the meal and gratuity amounts. When one employee claims reimbursement for meals of multiple employees, all employees’ names should be identified on the receipt.

c. **Foreign Rates for Meals and Incidental Expenses and Lodging.** If any foreign travel is reimbursed at actual cost, a credit card statement with conversion to U.S. dollars may be presented. Otherwise, expenses may be converted from foreign currencies to U.S. dollars using the conversion rate in the “Foreign Exchange column of the most recent conversion rate.” Travelers are responsible for ensuring that proper exchange rates are used.

   The Federal Foreign Per Diem rates are available on the U.S. State Department web site: [http://www.state.gov/m/oaspr/dm/](http://www.state.gov/m/oaspr/dm/) and are updated monthly. From this web site you can select the...
month in which travel occurred, which will take you to the list of rates in effect at that time. The U.S. State Department site lists foreign localities and corresponding per diem rates in U.S. Dollars. The first number following the locality is the per diem lodging rate for commercial travel, the second is the per diem rate for meals and incidental expenses, and the third number is the total per diem rate.

c. Meals on One-Day Trips. When a traveler departs and returns the same day, meal expenses are reimbursed only in the following cases:

- When traveling as an unpaid member of an advisory committee
- When a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee
- Directed or required to attend mealtime business meetings, including community or public relations meetings
- Trips by athletic teams and student groups
- Business-related activities may require the traveler to be away their work station for a one-day trip may qualify for expense reimbursement in the following circumstances:
  - When an employee leaves their official station two or more hours before their regular work shift, they will receive the breakfast allowance
  - When an employee returns to their official station two or more hours after their regular work shift, they will receive the dinner allowance

4. Incidental Expenses. Incidental expenses are included in the per diem allowance. The term "incidental expenses" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters and baggage handlers. The term does not include taxi cab fares, airport shuttle or bus fares.

- **Communications—Telephone.** The cost of a personal telephone call within the US while on official travel status is allowed. The call is limited to one phone call for each full or partial day of official travel through commercial telephone services, not to exceed ten (10) minutes per call.
- **Internet Access.** The cost to gain access to the internet at the temporary work location or lodging vendor for official business is allowable. The cost to access the internet aboard airplanes, or other locations may be allowable, provided that a justification is attached to the travel expense report that such access at the time and location is essential in the performance of university business and is not predominantly for personal convenience or entertainment.
- **Tips and Gratuities.** Tips and gratuities are included in the per diem allowance and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.
- **Laundry and Dry-Cleaning Services.** The cost for laundry and dry-cleaning services is allowable if the duration of the official travel exceeds five (5) calendar days, and if incurred while in travel status.
- **Entertainment.** The costs for entertainment such as in-room movies, video games, pay-per-view television programs or similar items, are not allowable.
• **Travelers with Disabilities**—Travelers with disabilities are allowed payments of additional travel expense to accommodate their disabilities, such as including but not limited to per diem and transportation of an attendant, cost of specialized transportation, increased cost of specialized services for public carriers, or special baggage handling fees.

• **Other**—Expenses not specifically described in these policies but which are necessary in the performance of official university business, when and properly authorized and documented, are allowable.

### B. Lodging

#### 1. General
Lodging expenses are normally reimbursed when authorized campus personnel determine that the traveler would not reasonably be expected to return to his or her residence between work shifts. Generally, lodging is reimbursed at actual and reasonable cost with appropriate documentation.

#### 2. Selection of Vendor
When selecting a lodging vendor, traveler should consider the proximity to the travel destination, room type, and daily rate. Other amenities or premiums offered by lodging vendors can be considered in the selection process, such as on-site restaurants, internet access availability, free breakfasts and beverages, or other services, but the proximity and daily rate should be the primary consideration. At the time a reservation is made or when registering on-site, travelers should request the “government rate” if available and if it is less than the group or conference rate. University of Idaho Policy requires pre-approvals for all lodging expenses.

#### 3. Lodging Receipt Requirements
Required Documentation:
- Traveler's name (or names)
- Date(s) occupied
- Room number
- Number of persons occupying the room
- Single room rate
- Actual amount paid

If the single room rate is not shown, a note on the receipt stating the single room rate and signed by the traveler or authorized campus personnel is acceptable.

#### 4. Non-Commercial Lodging Per Diem
The intent of the non-commercial lodging per diem is to reimburse travelers using non-commercial facilities lodging (e.g., travel trailer or motor home) and should result in an economic benefit for the university. Whether for short- or long-term travel, in or outside of Idaho, the daily per diem is $25 or the actual expense, whichever is less. It is intended that the non-commercial lodging rate per diem applies for any overnight stay away from home that does not take place in a commercial lodging establishment and which is provided for by the employee.

Lodging provided by relatives or other individuals is not an allowable expense unless they are in the business of providing such services which are publicly advertised, and a formal invoice is provided.

### K. Foreign Travel Rates for Meals and Incidental Expenses and Lodging
If any foreign travel is reimbursed at actual cost, a credit card statement with conversion to U.S. dollars may be presented. Otherwise, expenses may be converted from foreign currencies to US dollars using the currency converter on the Travel Services web site. Travelers are responsible for ensuring that proper exchange rates are used. Federal Foreign Per Diem rates are available on the U.S. State Department web site.
1. General
If any foreign travel is reimbursed at actual cost, a credit card statement with conversion to U.S. dollars may be presented. Otherwise, expenses may be converted from foreign currencies to US dollars using the conversion rate in the “Foreign Exchange column of the most recent conversion rate.” Travelers are responsible for ensuring that proper exchange rates are used.

The Federal Foreign Per Diem rates are available on the U.S. State Department web site: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78, and are updated monthly. From this web site you can view Foreign Per Diem Rates by Location, and download the Excel Version of Foreign Per Diem Rates for the month in which travel occurred, which will take you to the list of rates in effect at that time. The U.S. State Department site lists foreign localities and corresponding per diem rates in U.S. Dollars. The first number following the locality is the per diem lodging rate for commercial travel, the second is the per diem rate for meals and incidental expenses, and the third number is the total per diem rate.

LKC. Miscellaneous Expenses.

Necessary business-related travel expenses are normally reimbursed. Personal expenses are not reimbursed. All expenses require an itemized receipt, unless an exception below applies. Commercial ground transportation requires receipts if over $75 per item; all other miscellaneous expenses require receipts if over $25 per item.

1. Expenses Normally Reimbursed

a. 4. Commercial Ground Transportation. Normally Reimbursed (receipts required if over $75 per item.)
   - Taxicab
   - Airport Shuttle

b. 2. Other Business-Related Expenses. Normally Reimbursed (receipts required if over $25 per item.)
   - Fax
   - Internet
   - Postage
   - Materials and supplies purchased to meet an immediate business need
   - Visa and passport expenses – Foreign Travel justification for business related purpose
   - Parking
   - Tolls

2. 3. Expenses Not Reimbursed.
In general, expenses are not reimbursed unless specifically identified as reimbursable. The following are some expenses not normally reimbursed:
   - Home-to-office travel
   - Deviations from the most direct and usually traveled route
   - Expenses incurred because the employee is accompanied by a spouse or family members

D. Rates for Meal and Incidental Expenses – In the State and Out of State

1. Meals and Incidental Expenses
   - Per diem is based on the Federal Per Diem rates. No receipts are required. For more information visit Accounts Payable Web page. https://www.uidaho.edu/finance/controller/accounts-payable/travel-services
   - Foreign Rates for Meals and Incidental Expenses and Lodging
Foreign travel comprises travel in foreign countries. It does not include travel in Alaska, Hawaii, Puerto Rico, and U.S. Possessions. If any foreign travel is reimbursed at actual cost, a credit card statement with conversion to U.S. dollars may be presented. Otherwise, expenses may be converted from foreign currencies to U.S. dollars using the conversion rate in the Foreign Exchange column of the most recent conversion rate. Travelers are responsible for ensuring that proper exchange rates are used.

1. Meals and Incidental Expenses

Per diem is determined using the Federal Maximum Travel Per Diem Allowances for Foreign Areas. No receipts are required.

The Federal Maximum Travel Per Diem Allowances for Foreign areas are available on the U.S. State Department web site: http://www.state.gov/m/a/als/prdm/ and are updated monthly. From this web site you can select the month in which travel occurred, which will take you to the list of rates in effect at that time. The U.S. State Department site lists foreign localities and corresponding per diem rates in U.S. Dollars. The first number following the locality is the per diem lodging rate for commercial travel, the second is the per diem rate for meals and incidental expenses, and the third number is the total per diem rate.

ML. Travel: Mode of Transportation

1A. General

a. Selection of Mode of Transportation. Travelers shall use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and authorized by the approving authority. Any costs associated with excess travel time resulting from the use of other modes of travel for personal reasons shall not be allowed. Travelers must use the most direct or efficient route of travel that considers actual costs and travel time. Additional factors can be considered when selecting the route of travel, such as weather conditions or other issues which could increase travel time or hazards to the traveler.

b. Duration of Travel. The duration of the travel should not exceed the maximum time necessary to conduct UI business for the approved purpose of the travel. Travel time begins when the traveler departs their home on work location and may include arrival at an airport or other point of public transit by the recommended pre-departure time. Actual time while in travel status must be documented on expense reports.

c. Reimbursable Expenses. Transportation expenses incurred while traveling on official business may be reimbursed. Personal expenses, such as private vehicle repair and maintenance, may not. The following expenses may be reimbursed or, excluding private vehicle mileage or private vehicle expenses, can be charged to the purchasing card:

- Private-vehicle mileage allowance
- Common carrier fare
- Necessary fees for a taxi, limousine, airport bus or rental vehicle
- Parking and garage fees

2B. Private or Employee-Owned Vehicles

2. Authorization to Use Private Vehicle. Travel including business trips in the vicinity of the official station may be authorized in advance. A pre-approval trip authorization must be on file.
3. **b. Passengers in Use of Privately Owned Vehicles** -- An employee carrying passengers while in use of a private vehicle for business travel must comply with UI Risk Management Policies. For additional information, see APM 05.08.8 B-9.

4. **c. Institution Insurance on Private or Employee Owned Vehicles** -- Employees and agents authorized to use their privately owned vehicles for official business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. For additional information, see APM 05.08.

5. **Highway- and Local-Mileage Reimbursement** -- Mileage for business-related travel using a private vehicle should be the most direct and usually traveled route.
   - *Highway mileage* -- Mileage may be based on actual odometer reading or by using online map features to calculate. Travelers are required to explain deviations from standard distances or usual routes. When a trip starts, or ends, at the employee's residence, travelers must use the shorter of the residence-to-destination or official-station-to-destination distances.
   - *Local mileage* -- Travel between workplaces and travel between lodging and restaurants for a traveler's sustenance, if necessary, for health and comfort, may be reimbursed. Travel for personal reasons or entertainment shall not be reimbursed.
   - *Vicinity Mileage* -- Mileage incurred for official University business within the traveler's official primary workstation area or other locations is allowable and may be consolidated daily and reported as vicinity travel.

6. **d. Private-Vehicle Mileage Allowance Rate** -- The University shall apply the mileage allowance rate as established at least annually by the State of Idaho for authorized use of a private vehicle on official business. Under no circumstances is the purchase of gasoline dispensed into a private vehicle an allowable expense in lieu of mileage reimbursement. For a listing of the current mileage allowance rate, please review Accounts Payable Web page. [https://www.uidaho.edu/finance/controller/accounts-payable/travel-services](https://www.uidaho.edu/finance/controller/accounts-payable/travel-services) (under Resource Files)

7. **e. Traffic Violations** -- Traffic and parking tickets are an infraction of state or local traffic laws and are not reimbursable regardless of whether the traveler is in a personal or university vehicle.

3C. **Common Carrier Fares**

Transportation by common carrier is recommended when it is more efficient and economical than travel by state or private vehicle. Actual business-related expenses for pre-approved travel may be paid using the purchasing card or reimbursed to employees if paid with personal funds, subject to the following restrictions.

1. **a. Railroads** -- Maximum fares on trains are regular first-class fares. A roomette is allowed when Pullman accommodations are needed. A bedroom is allowed if no roomette is available or if special accommodations are approved because of the trip's nature or the traveler's health.

2. **b. Bus Lines** -- Scheduled or charter buses may be used.
3. **Taxis, Limousines and Airport Buses.** Taxi service, airport shuttles, or other public transit is authorized between terminals, lodgings and workstations. Limousine and airport bus service to and from terminals is authorized if reasonable and justified.

**d. Airlines**

- **i. Selection of Fare.** The traveler must select the lowest cost fare after considering all cost factors such as “coach” or similar classification. Airfare for other classes and seat selection or other upgrade fees are not allowed unless properly documented that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitation, or other factors, and that the ticket was purchased at the earliest opportunity.

- **ii. Method of Purchase.** All business-related airline tickets should be purchased using the purchasing card. However, personal travel or indirect routes for personal reasons must be paid by the traveler and submitted for reimbursement rather than charged to the purchasing card.

4. **iii. Additional Fees.**

Baggage fees are allowable not to exceed one checked bag and one carry-on bag per departure, unless additional baggage is approved prior to the trip. Any additional costs, such as in-flight services, internet access or entertainment, are not allowable and are the responsibility of the traveler, unless a valid business purpose is identified and approved in advance.

5. **e. Airfare Contract Agreements.** The State of Idaho maintains airfare contracts that the UI may utilize when available. These airfare contracts should be used unless it can be documented that a ticket can be purchased for a lesser amount from another airlines.

6. **f. Travel Awards and Frequent Flyer Mileage.** All employees are required to travel using routes, schedules and airlines that provide the lowest rates and most efficient travel. Because the cost of record-keeping outweighs any monetary benefit, UI will not recapture airline points awarded employees for frequent flyer miles. Frequent flyer points may be used by employees as they choose unless the terms of a grant or contract require otherwise.

2. **g. Payment in Lieu of Air Travel.** When air travel is appropriate for travel, an employee may request in advance to travel by private vehicle in order to provide a more efficient business-related travel plan or combine vacation with official travel. In such a case, an employee may be reimbursed for the following costs associated with **air** **alternate travel mode** between **his or her** official station and destination:

- Mileage to destination is limited to the cost of round-trip commercial air fare that would have been incurred based on a quote from a travel agency or online booking service based on 14-day advance purchase.

- Private vehicle mileage to and from the air terminal that would normally be used for departure. Limited to the trip mileage where the employee is present in the vehicle.

- Lodging, **meal per diem** and incidental expenses that the employee would normally incur with air travel.
8. **Split Billings** — When the University is paying only a portion of an airline ticket, the travel agency splits the bill. This can occur when the employee is combining business and personal travel, because of budgetary constraints, or when a third party is paying a portion of the cost. The University is charged its appropriate portion and the traveler, or third party is billed the balance. In this case, the business-related portion cannot be charged to the purchasing card and must be paid by the traveler and submitted for reimbursement.

5D. **Vehicle and Transportation Rentals**

**Risk management**

1. **Authorized Use.** Rental vehicles are to be used exclusively for official university business, and are covered through State Risk Management program of risk and insurance (within the US and its territories). You must use Account Payable’s travel services website to rent a vehicle. If you cannot rent through a state contract, consult with UI Risk. The use of a rental vehicle for personal or other non-official business is strictly prohibited. If you are mixing business and personal travel, the traveler wishes to mix personal and business travel, they must conduct university your business in a UI-university-rented vehicle, return the UI-rented vehicle, and check out a rental vehicle for personal use. Personal use rental is not reimbursable, and not covered by university auto coverage.

2. **Selection of Vehicle or Other Rental.** Travelers must use Account Payable’s travel services website to rent a vehicle. State of Idaho contracts provide a contracted rental rate and include liability insurance for the vehicle. If the traveler cannot rent through a state contract, they should consult with UI Risk. Cars, boats, aircraft or other vehicles may be rented when it is determined to be the most effective and cost-efficient means of transportation for performing official business. The size and style of the rental vehicle shall be consistent with travel needs. The selection of a rental vehicle vendor shall consider the overall cost, location, convenience, vehicle type, and the availability of vendors enrolled in statewide contracts. Links to state contracts are available at Transportation - Travel Services | University of Idaho (uidaho.edu).

3. **Insurance.** The University provides coverage through the State of Idaho for rental vehicles if they are to be used exclusively for official business. If the traveler is unable to use State of Idaho insurance, they should contact UI Risk for advice in obtaining additional insurance. Neither the state nor the purchasing card provides coverage for personal use and a certificate of insurance will not be issued; the employee’s or agent's coverage applies. The employee or agent should check with their insurance agent to ensure that their coverage extends to mixed business and personal usage. For additional information, see APM 05.08. The UI purchasing card provides vehicle liability insurance for the rental regardless of which leasing company is employed. Employees are encouraged to use their purchasing cards when renting vehicles because of the primary Collision Damage Waiver (CDW) coverage provided.

3. **Reimbursement.** A vehicle rental will be reimbursed only if it meets the requirements of APM 05.08. Vehicle rental expenses may be reimbursed. Cars, boats, aircraft or other vehicles may be rented when it is determined to be the most effective and cost-efficient means of transportation for performing official business. The size and style of the rental vehicle shall be consistent with travel needs. The selection of a rental vehicle vendor
shall consider the overall cost, location, convenience, vehicle type, and the availability of vendors enrolled in statewide contracts. Additional insurance should not be purchased when using a vendor enrolled in statewide contracts or when a University purchasing card is used. Insurance coverage is included in the statewide contract and the purchasing card provides similar coverage.

Receipts are required for vehicle rental reimbursement. Rental cars may be used in conjunction with travel by common carrier when use is reasonable and authorized in advance. UI personnel are restricted to compact or economy vehicles unless there is a business-related reason approved in the pre-authorization of the trip.

Vehicle Rental Process — Rentals will only be reimbursed if meets the requirements of 05.08 The UI policies provides two preferable methods of obtaining a vehicle rental. Links to state contacts are available at https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/transportation

a) — The State of Idaho Contracts and Price Agreements. The agreements provide a contracted rental rate and include liability insurance for the vehicle. When renting under the state's contract (see ap web site).

b) — The UI Visa Purchasing Card provides a vehicle liability insurance for the rental regardless of which Leasing Company is employed. Employees are encouraged to use their purchasing cards when renting vehicles because of the primary Collision Damage Waiver (CDW) coverage provided.

Insurance on Rented Vehicles. The University provides coverage through the State of Idaho for rental vehicles if they are to be used exclusively for official business. If you are unable to use state contract or have business travel, see ap website. If a rental vehicle is to be used for a mix of personal and business purposes, you must return the vehicle and rent a second for the time used for personal travel. Neither the state nor the purchasing card provides coverage and a certificate of insurance will not be issued. The employee's or agent's coverage applies. The employee or agent should check with their insurance agent to ensure that their coverage extends to mixed business and personal usage. For additional information, see APM 05.08

Responsibilities After an Accident. The renter of a vehicle involved in an accident is responsible for immediately reporting the accident. For additional information, see APM 05.08

E. Loaned Vehicles

Use of loaned vehicles may be authorized when it benefits the campus. Expense reimbursement is for use of the vehicle regardless of the number of passengers. Some companies may lend vehicles to campuses, departments or individuals for specified purposes. The operator is reimbursed for actual out-of-pocket expenses arising from using the vehicle for official business.

1. University Insurance on Loaned Vehicles

The state provides coverage for loaned vehicles if the UI has agreed in writing prior to the usage of the vehicle and accepts responsibility for any liability or damage to the vehicle. The loaned vehicle must be used for official business. For additional information, see APM 05.08

2. University-Owned Vehicles, Including Motor Pool Vehicles

Campus and state motor pool vehicles may be used for official state business only. Use of a state vehicle is not authorized except for use by campus personnel or for other legitimate UI business purposes as
approved by authorized campus personnel. The department that authorizes a state vehicle's use is financially accountable for damages and all costs resulting from violations of policies relating to state vehicle use. Using an institution-owned vehicle for private purposes or allowing another person to do so is prohibited and punishable, upon conviction, by a fine.

Vehicle Safety Including Authorized Drivers — For additional information, see APM 05.08

Overnight Parking at Employee's Residence - An institution vehicle may be kept overnight at an employee's residence when doing so is approved in advance by authorized campus personnel.

For information concerning travel and expense the reporting procedures of travel and expense process—see https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/chrome-river