

MEMORANDUM OF UNDERSTANDING PERSONAL CAR AGREEMENT

I understand that McMurry University will provide me with a rental vehicle for out of town trips. I also understand that if I choose to use my personal vehicle, the University will pay me .28 cents per mile, not to exceed the costs of renting a vehicle from a third party. Currently, that amount is **\$38.00** per day. I must report the mileage on the Mileage/Odometer form and submit to the Business Office upon my return to be reimbursed.

I further understand that the University will provide me with a gasoline credit card for my trip if the \$38.00 is reached, and that the university will pay only the amount of fuel used on the trip.

I further understand that the University or its insurance carriers will not be responsible for any damages to persons, property or vehicles while I am on the trip, and that my personal insurance will be responsible for any damages that may occur. **I will provide the University with proof of insurance before each trip, along with a current copy of my driver's license.**

Finally, I understand that the University has the exclusive right to decide whether to allow me to use my vehicle or one provided by the University.

Signed _____ Account Number _____

Trip Destination _____ Purpose _____

Estimated Miles _____ Trip Dates _____

Departmental Approval _____

Credit Cards Issued: Chevron Shell Exxon Other _____

MEMORANDUM OF UNDERSTANDING PERSONAL CAR AGREEMENT

I understand that McMurry University will provide me with a rental vehicle for out of town trips. I also understand that if I choose to use my personal vehicle, the University will pay me .28 cents per mile, not to exceed the costs of renting a vehicle from a third party. Currently, that amount is **\$38.00** per day. I must report the mileage on the Mileage/Odometer form and submit to the Business Office upon my return to be reimbursed.

I further understand that the University will provide me with a gasoline credit card for my trip if the \$38.00 is reached, and that the university will pay only the amount of fuel used on the trip.

I further understand that the University or its insurance carriers will not be responsible for any damages to persons, property or vehicles while I am on the trip, and that my personal insurance will be responsible for any damages that may occur. **I will provide the University with proof of insurance before each trip, along with a current copy of my driver's license.**

Finally, I understand that the University has the exclusive right to decide whether to allow me to use my vehicle or one provided by the University.

Signed _____ Account Number _____

Trip Destination _____ Purpose _____

Estimated Miles _____ Trip Dates _____

Departmental Approval _____

Credit Cards Issued: Chevron Shell Exxon Other _____