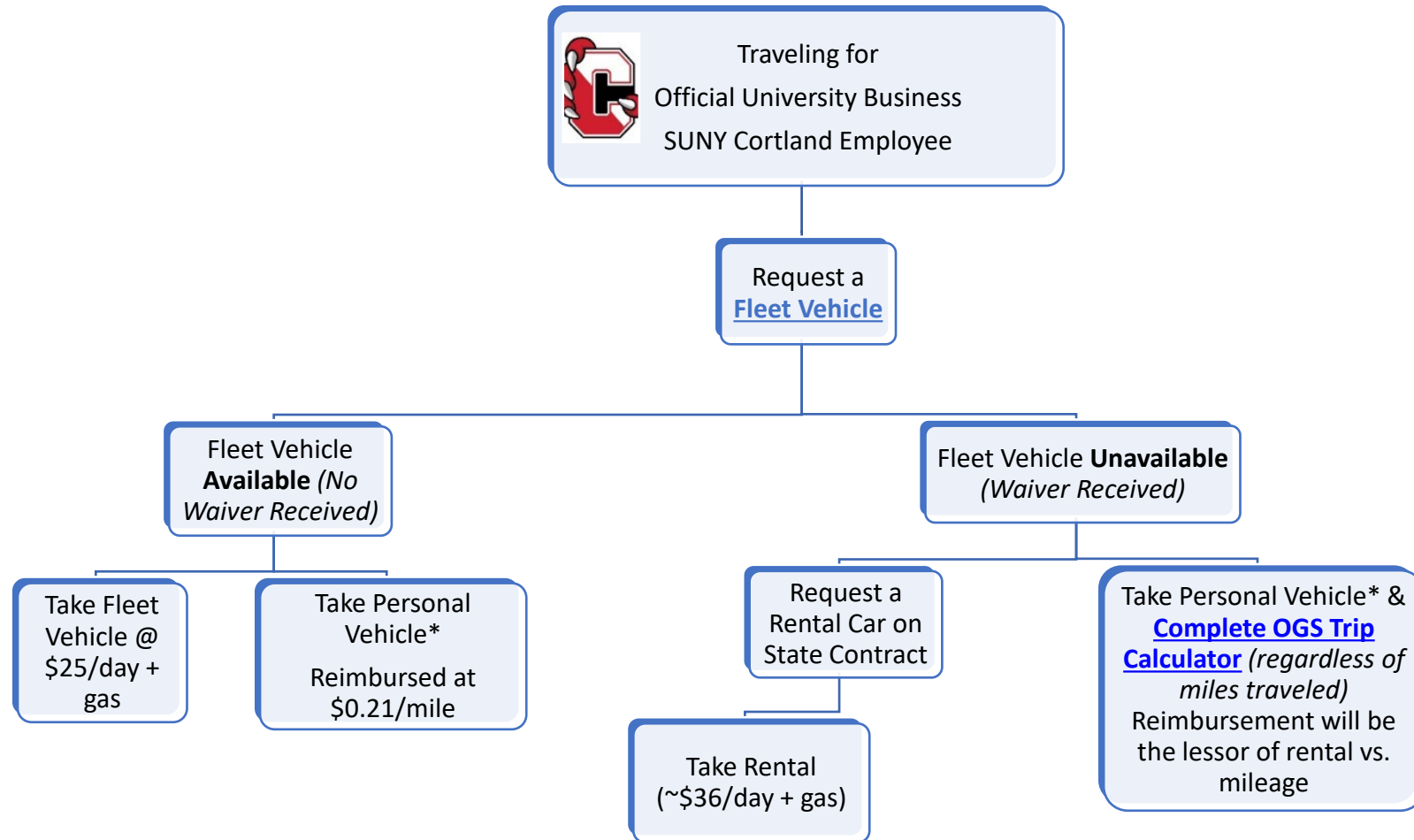


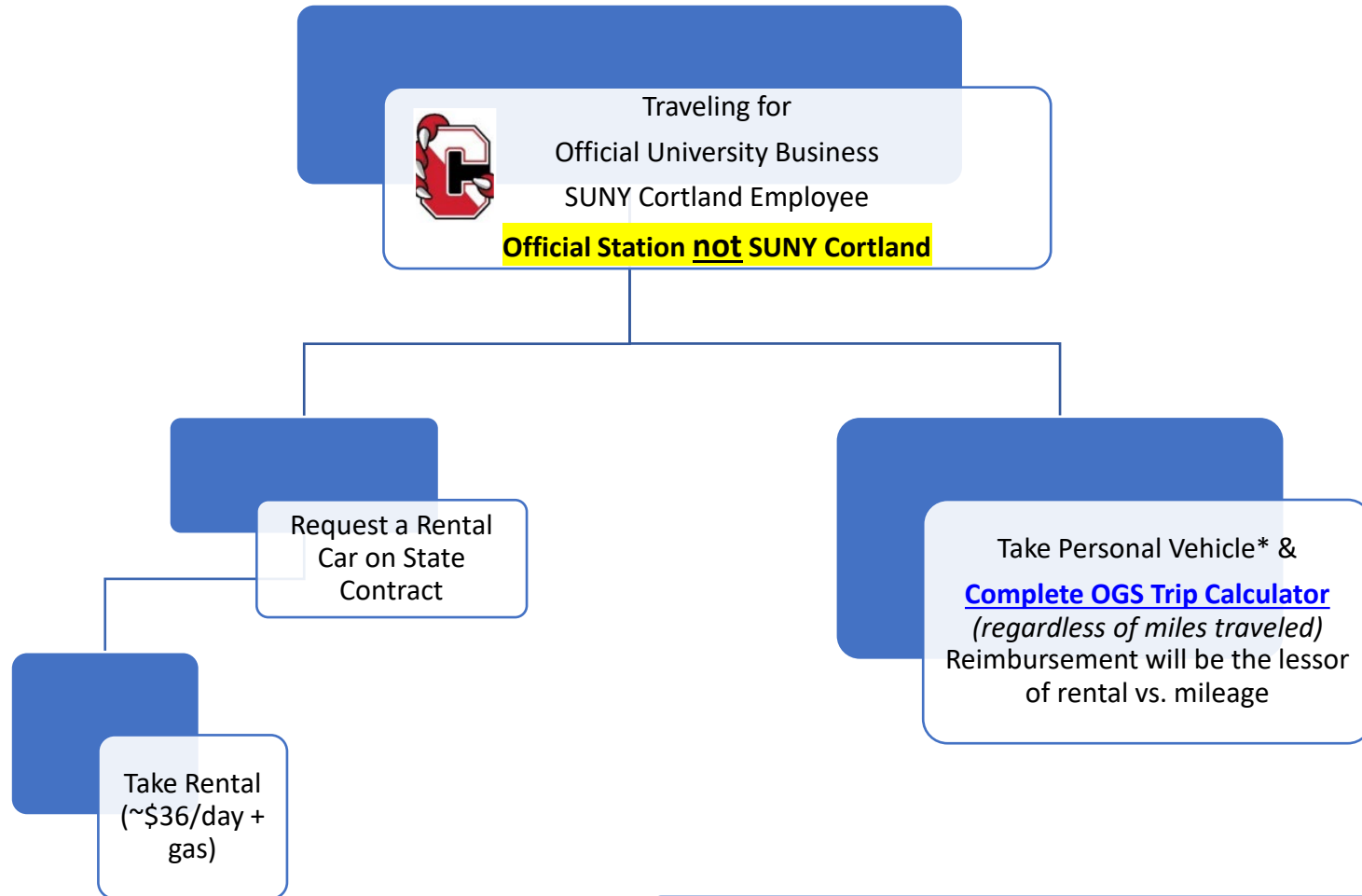
# SUNY Cortland Hierarchy of Vehicle Usage



Fleet vehicle should be requested **at least 2 weeks prior** to trip or upon immediate notification of travel. Failure to do so may result in reimbursement at \$0.21/mile.

\*Per OSC Travel Manual, "Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, **insurance** and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance."

# SUNY Cortland Hierarchy of Vehicle Usage



\*Per OSC Travel Manual, "Charges for gasoline, oil, accessories, repairs, depreciation, anti-freeze, towing, **insurance** and other expenditures will not be allowed. These are considered operational costs and are covered in the mileage allowance."