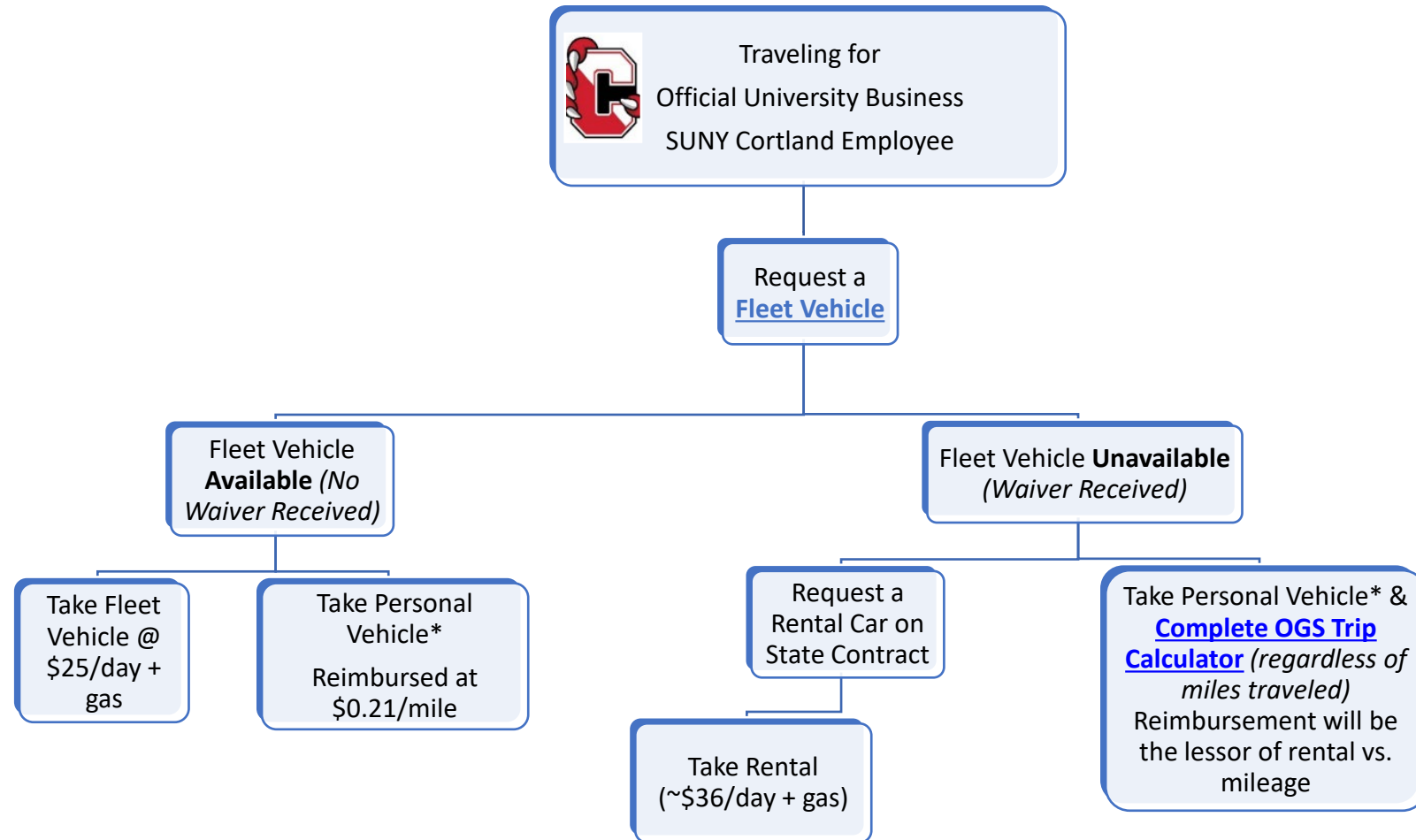


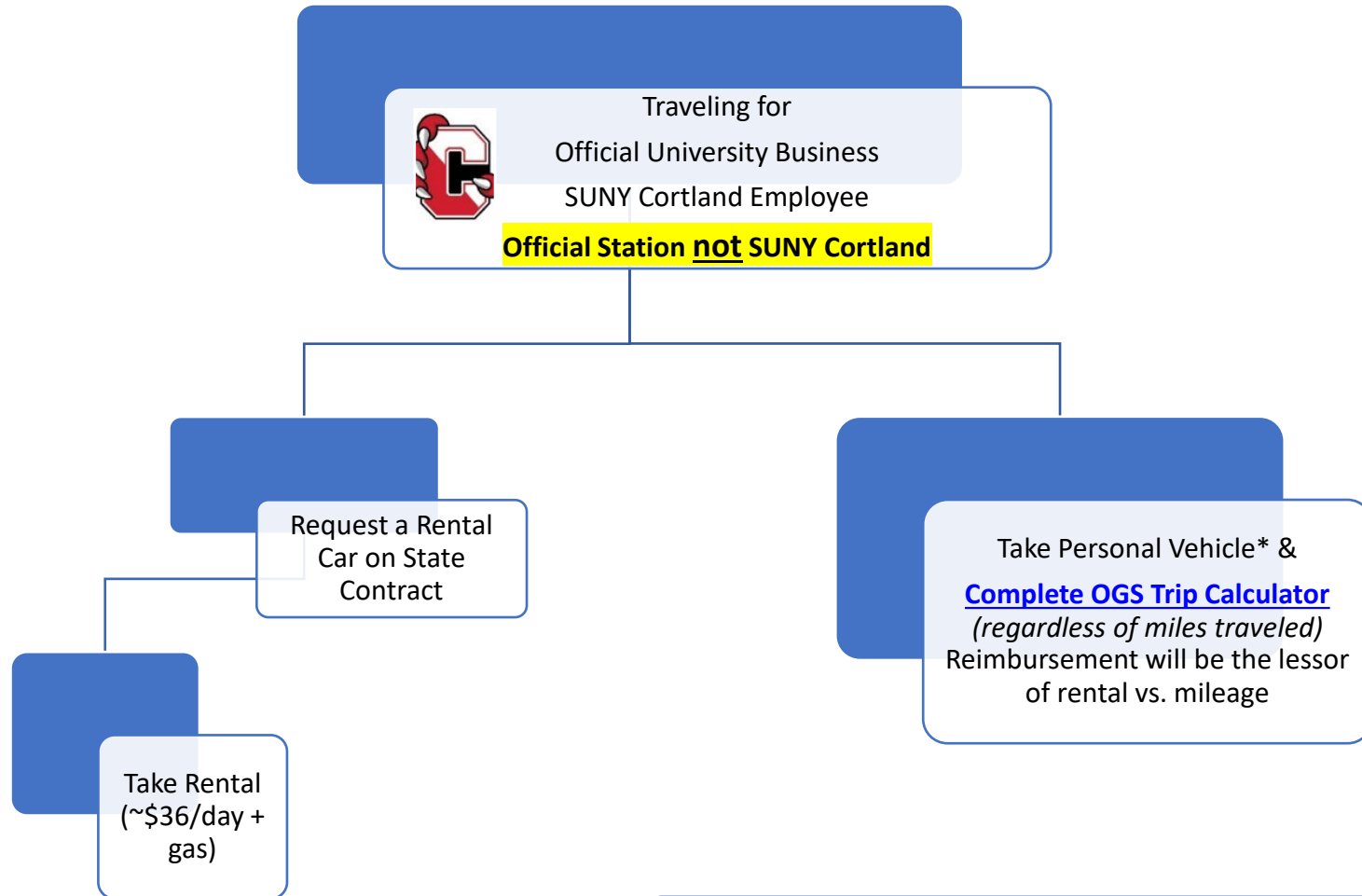
SUNY Cortland Hierarchy of Vehicle Usage



Fleet vehicle should be requested **at least 6 days 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."

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