

**EAST CAROLINA UNIVERSITY
CAR ALLOWANCE RATES
Effective July 1, 2008**

CAR ALLOWANCE RANGES:

ALLOWANCE RANGE	FOR	MILES	CAR ALLOWANCE RATES		
			CAR	MILEAGE	TOTAL
100%	Chancellor	10,000	\$ 10,127	\$ 2,286	\$ 12,413
67%	Vice Chancellors	5,000	\$ 6,785	\$ 1,143	\$ 7,928
		10,000	\$ 6,785	\$ 2,286	\$ 9,071
50%	Assoc Vice Chan Deans and Foundation Pres	5,000	\$ 5,064	\$ 1,143	\$ 6,207
		10,000	\$ 5,064	\$ 2,286	\$ 7,350
33%	Develop Officers & Selected Staff	5,000	\$ 3,342	\$ 1,143	\$ 4,485
		10,000	\$ 3,342	\$ 2,286	\$ 5,628

BASIS FOR CAR ALLOWANCE:

	CROWN VICTORIA LEASE	PLUS MILEAGE	
		5,000 MI X \$.160*	10,000 MI X \$.160*
Annual Lease	\$ 6,115		* \$4.00/gal
Insurance	\$ 676		25 mi/gal
License	\$ 45		=\$.160/mi
Tax	\$ 251		
Total Cost	\$ 7,087	\$ 800	\$ 1,600
30% Tax Gross-up	\$ 3,040	\$ 343	\$ 686
Allowance Amount	\$ 10,127	\$ 1,143	\$ 2,286



East Carolina University Policy & Procedure Statement

SUBJECT Automobile Policy		RETRIEVAL NO.	
POLICY STATEMENT Business and Finance		POLICY DESCRIPTION Automobile Policy and Allowances	
ORIGINATION DATE	May 17, 2005	ORIGINATOR	Financial Services
ISSUE DATE	July 1, 2005	SUPERCEDES NO.	PAGE 1 of 2

I. Purpose:

To establish a comprehensive automobile policy for East Carolina University, its Colleges, departments, and affiliated organizations in accordance with Section J of East Carolina University's Plan for Management Flexibility to Appoint and Fix Compensation, entitled "East Carolina University Policy on Non-Salary Compensation for Employees Exempt from the State Personnel Act (hereinafter referred to as "ECU Non-Salary Compensation Policy")."

II. Automobile Allowances:

The automobile allowance for the Chancellor must be approved by the President and the allowance for Vice Chancellors must be approved by the Chancellor and the ECU Board of Trustees.

Associate Vice Chancellors, Deans, Foundation Presidents, and other senior academic and administrative officers, such as major gifts officers, who routinely travel representing the university and its affiliated organizations may also receive an allowance in accordance with the ECU Non-Salary Compensation Policy.

The automobile allowance will be based on the typical monthly lease payment for a fleet vehicle, plus insurance and taxes. A mileage allowance will be included to eliminate the need to keep a mileage log. The allowance will be adjusted to cover incremental tax liability. The allowance will be paid in equal semi-monthly installments via payroll. An attached schedule shows the recommended car allowance rates. (These rates will be periodically reviewed and adjusted). Funding for automobile allowances is to be made from Institutional Trust Funds or Foundation accounts. Any adjustments to the allowances on this schedule must be approved by the Vice Chancellor of Administration and Finance, the Chancellor and the Board of Trustees.

III. Leased or Purchased Vehicles:

The University, its colleges, departments, organizations, and foundations may not lease or purchase a passenger vehicle for the use of any individual or group of employees who travel on university business. Passenger vehicles to support athletics or other university programs may be an exception to this policy, with the prior written approval of the Vice Chancellor of Administration and Finance.

IV. Motor Pool Vehicles:

Associate Vice Chancellors, Deans, Foundation Presidents, and other key employees, such as major gift officers, who do not receive an auto allowance, but routinely travel at least 1,000 miles per month may have a vehicle from the motor pool assigned to them for their business travel, with the prior written approval of the appropriate Vice Chancellor, with a copy to the Vice Chancellor for Administration and Finance.

V. Courtesy Cars

Car dealers often support University affiliated organizations through ECU affiliated Foundations by providing courtesy cars. Each employee receiving a courtesy car must establish a written reasonable basis for needing the car and the appropriate Vice Chancellor must approve it in writing with a copy to the Vice Chancellor for Administration and Finance. It is understood that the Pirate Club has a courtesy car program established with certain Pirate Club donors and that this program will continue. In all cases, employees using courtesy cars will be required to maintain a mileage log for reimbursement of travel miles, and for the determination of business and personal miles traveled, for IRS reporting requirements.

Approvals: Chancellor May 17, 2005
Board of Trustees July 19, 2005
UNC GA May 2, 2006