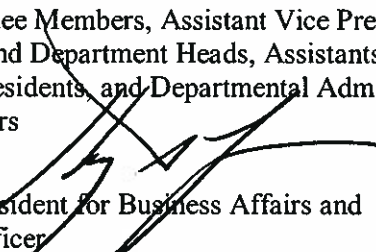


DATE: January 26, 2009

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors and Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators and Office Managers

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs and Chief Financial Officer



Business Affairs Bulletin No. 03 - FY 2009

SUBJECT: USE OF PERSONAL VEHICLE FOR OFFICIAL UNIVERSITY BUSINESS

In accordance with UT System Policy UTS157, **if an employee elects to use his/her vehicle to conduct official university business, the employee's *personal* insurance serves as primary coverage.** The UT System's Hired/Non-owned policy provides liability coverage only after the employee's insurance coverage has been exhausted. This liability coverage applies only as a secondary coverage to the employee's personal auto policy.

When an employee utilizes his/her own personal vehicle for conducting official University business, the employee acknowledges the following:

- They have a valid driver's license (not currently suspended or revoked) issued by the State where they permanently reside;
- They carry auto liability insurance that meets the minimum requirements in the state of their residence;
- That the UT System's Hired/Non-owned policy is secondary to the employee's personal auto liability insurance in the event of any claim or litigation; and

If any employee using his or her personal vehicle for official University business is involved in an accident, the employee should notify the Travel Services Office at 562-6201 or TravelAdmin@uthscsa.edu. The institution must notify the UT System Office of Risk Management by the next business day. Institutions and employees shall follow the post accident claims procedures outlined by Risk Management.

If you need additional information regarding the use of a personal vehicle, contact the Travel Services Office at 562-6201 or email TravelAdmin@uthscsa.edu.

PLEASE DISTRIBUTE THIS INFORMATION TO THE APPROPRIATE INDIVIDUALS IN YOUR DEPARTMENT including all employees who travel for business purposes on behalf of the institution.