PN 3.054

MOVING VIOLATIONS

Drivers who receive moving violation citations while operating Frostburg State University vehicles are required to report the citations to the Department of Public Safety when returning the vehicle to the motor pool.

The Director of Public Safety will review each citation and determine 1) if future information is required from the issuing agency, and 2) if the apparent violation is of such magnitude as to result in immediate loss of privilege to operate university vehicles. Examples of citations that could result in loss of privilege include, but are not limited to, failure to stop at scene of an accident, speeding in excess of twenty miles over the speed limit, driving while intoxicated, driving while under the influence of alcohol, reckless driving. The decision of the Director of Public Safety may be appealed to the Vice President for Administrative Services.

This policy applies to all drivers of university vehicles, including student and volunteer drivers. This policy does not replace any other university or UMS vehicle policies.

(Internal)

PN 3.055

TRAVEL LIMITS ON STATE VEHICLES

To be in a more favorable position to respond to breakdowns or emergencies, and to extend the service life of fleet vehicles, the University places the following restriction on the use of state vehicles for travel purposes. State vehicles may be used for University travel only within the State of Maryland or within a 400 mile radius of Frostburg. Travel beyond these parameters is to be accomplished by commercial carrier or private vehicle, reimbursable by department budgets. All other travel regulations and policies remain in effect. Intercollegiate team travel is exempt from this policy. Other exceptions may be made only by the president or the president's designee.

(Internal)

<u>PN 3.056</u>

<u>POLICY ON PAYMENT OF MOVING EXPENSES</u>

The President may authorize payment of moving expenses for personnel when it is deemed to be in the best interest of the University to do so. The payment may include moving expenses or normal household goods, travel, including reasonable packing and unpacking charges.

Nothing in this policy requires the payment of moving expenses.

(Internal)

CHARGEBACK POLICY

A chargeback is an expenditure transfer between two internal departments or cost centers for goods or services provided by on department to another. An internal department or cost center is specified by a Financial Records System (FRS) account number. Goods or services provided to anyone without an FRS number would be external and are not covered by this policy (see external billing policy). The primary purpose of the chargeback is for a department to recoup costs for providing goods or services to another department when these types of expenditures are not provided for through the University's normal budgeting process.

The charging department will provide an estimate of costs to the user before provision of goods or services. The charging department will then furnish the user a detailed invoice once the service is complete or the goods are delivered. At the close of the month the charging department shall provide the General Accounting Office with a summary list of charges for the month by the ten digit FRS account number and shall include a brief description of the goods or services, encumbrance number (if applicable), and the total dollar amount to be charged for the month.

Certain University events may be exempt from any application of chargebacks. Individuals and/or groups may request an exemption from charges by submitting a request in writing sixty days before the event is to take place. This request must be forwarded to the Executive Committee by the appropriate vice president. Exceptions to this policy may be made by the President and/or designee. Homecoming, Career Day, Commencement, Summer Planning, and Parents' Weekend have been granted exemption from chargebacks.

The chargeback policy manual details the specific chargeback policies for each charging department.

(Internal)