Vehicles - Private Vehicle Use Procedure

Section 1 - Approval for Use of Private Vehicles

(1) All travel on University business is subject to prior approval by an authorised delegate.

(2) Where approval is given to travel by motor vehicle, it is expected that staff will use University vehicles if available. Staff can arrange University fleet vehicles through Infrastructure and Facilities Services (IFS). Staff should refer to the University Fleet Vehicle Use Procedure for information about use of University fleet vehicles.

(3) When University vehicles are not available staff may arrange for the use of a rental vehicle through their supervisor where this is the most economical means of transport. Bookings for rental vehicles are to be made through the University's dedicated travel booking system TravelHub, as required by the University Travel Procedure.

(4) For journeys where the approver agrees with the traveller that no suitable University vehicle is available, public transport is not available or appropriate, and where it is not operationally reasonable or economic to use rental vehicles or taxis, approvers may authorise staff to use their own private vehicle on University business.

(5) Approval for the use of a private vehicle on University business must be obtained in advance of the vehicle being used, otherwise no reimbursement will be paid.

Using a Private Vehicle on Campus

(6) Authority to use a private vehicle for travel on campus will not normally be given, except where necessary to mitigate a workplace health and safety risk.

Section 2 - Insurance

(7) Private vehicles used on official University business are not covered by University insurance policies. Staff must have an appropriate level of private insurance to meet the risks of using their private vehicle for business purposes.

Section 3 - Reimbursements

Rate of Reimbursement

(8) Staff who are approved to use their own private vehicle on University business will be reimbursed at the Australian Tax Office Kilometre Rate (refer to Travel Related Rates/Allowances) as determined from time to time.

(9) In cases where staff are approved to use private vehicles rather than University vehicles or public transport when these alternatives are available, no reimbursement will be provided.

(10) The kilometre rate determined as reimbursement for use of private vehicles on University business is an all inclusive rate to cover costs such as fuel, registration and insurance.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.

Reimbursement Claim Process

(11) Claims for payment of the kilometre rate must be submitted through the University expense management system on a trip-by-trip basis and approved by the Head of School/Division.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.

Status and Details

Status	Current
Effective Date	8th October 2025
Review Date	8th October 2028
Approval Authority	University Secretary
Approval Date	8th October 2025
Expiry Date	Not Applicable
Responsible Executive	Michael Di Rienzo Chief Financial Officer
Enquiries Contact	Faye Liu Associate Director, Corporate Accounting and Treasury Financial Services

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Vehicle" - Has the same meaning as section 4 of the Road Transport Act 2013.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Supervisor" - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).

"University business" - Work that the University has directed to be undertaken which is required, essential, and beneficial for the functions of the University. This includes, but is not limited to, attending meetings, conferences or fieldwork, but does not include activity that is not location specific, e.g. email management, writing papers. University business may be undertaken by staff and non-staff.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.