

East Carolina University Automobile Policy and Allowances

Version 1

 Print

Policy	POL06.20.03
Title	East Carolina University Automobile Policy and Allowances
Category	Personnel
Sub-category	Compensation
Authority	Board of Trustees
History	Approved by Chancellor May 17, 2005; approved by Board of Trustees July 1, 2005. Approved by UNC GA May 2, 2006.
Contact	Department of Human Resources (252) 328-9847
Related Policies	East Carolina University Policy on Non-Salary Compensation for Employees Exempt from the State Personnel Act (https://humanresources.ecu.edu/wp-content/pv-uploads/sites/21/2019/10/Policy_on_Non-Salary_and_Deferred_Compensation_Final-2-2-2.pdf)
Additional References	

1. 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")."

2. 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.

3. 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.

4. 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.

5. 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.

East Carolina University

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