

# Riverland

## COMMUNITY COLLEGE

*A Technical & Community College*

### ***Reservation Procedure***

To reserve a car, contact the receptionist at 433-0600. She will reserve a car in your name.

Keys will be located at the receptionist's desk in the west building. When you receive your keys, you will also receive a clipboard to which a credit card will be attached. This card is for gas, oil, and washer fluid only. Gas purchases are to be made at a self-serve station; do not purchase premium gasoline. Save the receipt you are given at the time of the gas purchase. The gas receipt, along with the clipboard and credit card, *completed* travel log (**which the correct cost center indicated**) and mileage form, and keys are to be returned to the receptionist.

If you are returning after 4:00 pm, keys, clipboard *completed* travel log and mileage form, and gas receipt are to be placed in the slot located at the end of the receptionist's desk in the west building. Under ***no circumstances*** are these items to be left on the reception desk.

If you will be departing before 7:30 am, please make plans to get your keys the evening before you leave (just prior to 4:00 pm). The keys are locked up after 4:00 pm and will not be accessible to you.

If you plan to return after hours (10:00 pm), arrangements ***MUST*** be made prior to your departure for the return of the keys. Please contact the receptionist in this case.

All cars are housed in the garage located at the northwest corner of the west building. Cars are to be returned to this location when you are through with them.

### ***Billing Procedure***

Departments will be billed at the mileage established by the state for the use of all vehicles. *Again, be sure to include the proper cost center on all travel log reports.*

Refer to the Expense Reimbursement Form for further explanation of vehicle use procedures. Proper use of these procedures is important to ensure your continued use of the vehicles.