

---

## UNDERSTANDING ON USE OF PMV FOR ROUND TRIPS OVER 500 KM

---

NPP travel policy states that “For NPP business round trips of 500 km or more, in circumstances where using a vehicle is the selected mode of transportation based on cost, duration, convenience, safety and practicality, the least costly option is authorized. That is, if a rental vehicle is less costly than Personal Motor Vehicle (PMV), use of a rental vehicle will be authorized.”

I, \_\_\_\_\_ (traveller’s name), will be on NPP business travel for the period \_\_\_\_\_ to \_\_\_\_\_. A motor vehicle has been determined to be the best mode of transportation based on cost, duration of the trip, convenience, safety, and practicality. The round trip is expected to be more than 500 km.

I understand that for distances over 500 km where the use of a rental vehicle is less costly than PMV, the rental vehicle is the preferred option. I have opted to use my PMV for this travel and understand that I will be reimbursed the equivalent cost of the less costly option. That is, if a rental car is the more inexpensive option, then I will be reimbursed the equivalent amount for a rental car – the cost of the rental, taxes, and fuel.

Anyone contemplating using their PMV on NPP business travel is urged to consult Chapter 3, Insurance. Employees using their privately owned vehicle on authorized business travel are responsible for informing their insurance company and should confirm with their insurance agent that they are adequately insured, as no additional insurance coverage is provided through the employer.

\_\_\_\_\_  
(name and signature of traveller)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name and signature of approving authority) (date)

*(Attach to travel claim)*