

Tolls and University Vehicles

Will a university employee be driving a UW vehicle and using Colorado's E-470 toll road? If so, the vehicle will need an Express Toll Transponder. The university is allowing the purchase of these transponders for university vehicles only. Purchase of transponders for non-university owned vehicles is prohibited.

The following outlines various aspects of transponder use related to E-470 tolls, as well as other toll roads, for university employee travel.

- Vehicles owned by departments – departments will be allowed to purchase their own transponders using their university issued department travel p-card. Use of the individual p-card to pay for transponders is not allowed.
* See important information below on setting up an account as well as billing statements.
- Fleet Services vehicles (rented out by Fleet Services) – departments renting vehicles from Fleet Services will be asked if they will be traveling E-470. If they are, a transponder will be placed in the car prior to departure and toll charges will be added to the department's rental bill.
- Courtesy vehicles (primarily Athletic coaches) – coaches are personally responsible for purchasing their own transponders and obtaining toll charge reimbursement from their department. Any late fees, fines, etc. will be the responsibility of the individual not the university.
- Rental vehicles (Hertz, Enterprise, etc.) – discuss the toll policy with the rental agency. Most have an established policy for billing toll charges. If the traveler is using their university issued individual p-card to pay for the rental vehicle, the toll charges/administrative fee will be allowed on the card but only if the charge appears with the charges related to the rental of the car. Some rental agencies forward this to their toll company and then the individual p-card will be declined. In this case, the traveler will have to pay for the toll personally and be reimbursed through an Expense Report in WyoCloud. Department travel cards cannot be used to pay this fee. Again, discuss with the rental agency where the billing comes from. Any late fees, fines, etc. will be the responsibility of the individual, not the university.
- Personally owned vehicles – only actual toll charge reimbursement can be requested on an Expense Report. Any late fees, fines, etc. will be the responsibility of the individual not the university.

***Setting up an account for use with a transponder (preferred method)**

Departments purchasing transponders for university vehicles can go to the following website, <https://www.expresstoll.com/default.aspx>. This is a simple process but the following information should be noted when purchasing transponders.

- Use your department name, your department number, university address, city, state and zip code. Please do not use any address other than your own department. For example:

UW Procurement and Payment Services
Dept 3605
1000 E University Ave
Laramie WY 82071

- UW vehicle plate number which includes UW and number (e.g. UW 123)
- All transponders will be registered to one car and should remain with that car. It is possible to go on-line and transfer to another vehicle but this must be done prior to the trip or a photo will be taken of the car's license plate and billed at an increased cost.
- Credit card number - the university has opened the strategy for the department travel p-card to allow for this charge. Individual p-cards are not open for toll charges.
- The university doesn't have a dollar limit on the amount of money put on the transponder but recommends that a conservative amount be applied the first time or the minimum required by the company.
- On the expense item receipt the UW vehicle number needs to be identified.

If a department receives a bill that isn't theirs please contact Fleet Services or Procurement Services to identify the vehicle owner.

License plate pictures

University vehicles that don't have transponders will have a picture taken of the license plate and a bill will be forwarded to the university for payment. This is not the preferred method and there are issues to consider before doing this:

- Limited time available to make the payment - there is an approximate 30 day window to make payments or a late fee will be assessed which will be the department's responsibility. This 30 day window includes mailing of the bill, forwarding the bill to the appropriate department and paying the bill.
- E-470's billing process is not fine tuned and a bill may be sent to an incorrect department on campus or it may include vehicles from multiple departments which can slow down the payment. Departments that don't have vehicles have been known to receive bills.
- Multiple UW vehicles from different departments on one bill –
 - o Will your payment be credited to your vehicle? When paying with your department's travel p-card, you need to indicate the bill number as well as the vehicle number you are paying for. Due to timing issues it is recommended that bills be paid using the department travel card instead of a university check issued through Payment Services.
 - o If you get a bill with multiple vehicles (e.g. 09PUW123 and POPUW345) and not all of them are yours you need to:
 - Determine who each vehicle belongs to by contacting either Fleet Services or Procurement Services.
 - Contact each vehicle owner to determine how the bill will be paid.
 - Via website - Only one payment is allowed per bill. One department will have to pay the bill for all departments. Visit the website,

<https://www.expresstoll.com/default.aspx>, and click on “Pay My Toll Bill.”

- Pay the bill using the department travel card.
 - When reconciling the p-card log, each department will have to provide their department account code to the paying department so that the appropriate amounts are charged to each department.
 - Calling – this allows each department to pay the charge for their own vehicle. If the bill has multiple vehicles to different departments you’ll need to send each a copy of the bill so they can pay by the due date.
- Higher per toll charge - the charge for plate picture is higher per toll.
 - Since most courtesy vehicles are not registered in the name of the driver it is important that the vehicle owner/provider not receive these bills. Purchase of a transponder by the driver of the courtesy vehicle is extremely important in this case.

Department travel cards are not to be used for payment of personal or rental car based tolls.

TRANSPONDERS ARE THE PREFERRED AND EASIEST OPTION