

## Tolls and University Vehicles

Will a university employee be driving a UW vehicle and using Colorado's E-470 toll road? If so, UW vehicles are tracked through the plate number. We no longer have transponders as we are now marked as a 'Fleet' with E-470. Tolls will be charged to the department that own the vehicle or to the reservation during the time period the toll was charged.

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 – only select departments (Athletics, Foundations, etc.) 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. Other owned vehicles will be billed through Car Rental Services IDT process on a monthly basis.
- Transportation Services vehicles (rented out by Car Rental Services) – departments renting vehicles from Transportation Services - Car Rental Services, will be asked if they will be traveling E-470. If they are, any fees will be charged to the department. Some fees and charges come at a later date and will be charged out to the department. Any late fees, fines etc. will be the responsibility of the individual not the university.
- 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.
- E-470's billing process is not fine tuned and a bill may be sent later than reservations or the trip. Departments and vehicles that don't have vehicles have been known to receive bills.

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