**DC3 policy on taking personal cars to Salina, Kansas.**

Staff are allowed to take personal cars to Salina. Per UCAR policy they will be reimbursed for the cost of an airline ticket from Denver to Salina. The cost of the ticket will be determined the first week of April and this will be the reimbursed amount for all participants who decide to take a personal car to Salina.

UCAR will not reimburse staff for mileage or gas for the use of private vehicles during DC3.

EOL will provide rental cars in Salina for official business as budgeted in the DC3 Deployment Pool cost estimate. ACD will provide GSA or rental cars as determined by their budget for DC3.

Staff who take private vehicles are strongly encouraged to use the rental cars or GSA vehicles that other staff will have in Salina.

Staff whose name is on the rental car agreement are responsible for collecting gas receipts for their car. These receipts will be turned in with their respective vouchers at the end of the campaign.

Staff are responsible for insurance on their personal cars. Their insurance will be primary in the event of an accident. UCAR policy states “When using a personal vehicle on UCAR business, the traveler's personal auto insurance is the primary coverage for third-party liability claims. UCAR's insurance is in excess of that coverage and covers both the traveler and UCAR. If an accident occurs while the personal vehicle is being used for business travel, the traveler must submit a claim to his or her own auto insurance carrier and to the [UCAR Insurance Office](http://www.fin.ucar.edu/riskmgmt/cert_ins.html" \t "_blank). Any deductible on the traveler's comprehensive and collision coverage is the traveler's responsibility and will not be reimbursed by UCAR. UCAR is not responsible for comprehensive or collision damage to the traveler's personal vehicle.”