

Most UC ANR employees submitting requests for reimbursement of travel expenses use UC Davis Aggie Expense. When requesting reimbursement of mileage expense for driving one's personal vehicle, Aggie Expense requires the traveler to confirm that they have auto liability insurance that complies with UC policy and that the traveler has completed driver safety training within the past three years. More information and guidance are provided below.

Auto Liability Insurance

When an employee or volunteer uses their personal vehicle to drive for University business, the employee/volunteer's automobile liability insurance policy is the primary coverage in the event of an accident. The University provides secondary automobile liability coverage only after the limits of the employee/volunteer's liability insurance policy have been reached, subject to University policy.

UC travel policy ([BFB G-28](#)) requires that employees driving their personal vehicles on University business must maintain minimum levels of auto liability insurance as follows: \$50,000 for personal injury to, or death of, one person; \$100,000 for injury to, or death of, two or more persons in one accident; and \$50,000 for property damage. These limits are higher than the minimum insurance levels allowed by law, so employees should verify that they have adequate coverage to comply with this policy.

For more information about UC insurance programs or reporting an incident, see: https://ucanr.edu/sites/risk/Insurance/Automobile_Liability_Insurance/

Driver Safety Training

UC ANR employees have a variety of driver safety training options available to them, whether in-person or online. UC ANR Risk & Safety has a summary of driver safety resources here: https://safety.ucanr.edu/Programs/Driver_Safety/. If an employee or affiliate has not received safe driving training elsewhere, they should be able to access the following training online at the UC Learning Center at the link below. This training will comply with the Aggie Expense requirement to confirm the driver has completed driver safety training.

- Safe Driver Awareness [Start On-Line Course](#)

Note: UC ANR does not operate its own online learning management system, so chose "UCD" as your location, not "UC ANR" and use your UC Davis login credentials.

The link above should take you directly to the training, after log-in. If you cannot find the training, log in to the UC Learning Center at <http://lms.ucdavis.edu> and use the search bar in the upper left portion of the screen to search for "Safe Driver Awareness"