

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Use of Rental Vehicles

Proc #: 6-713

A. PURPOSE

The purpose of this procedure is to provide guidelines on the use of rental vehicles for ODU employees on official University business. It is strongly encouraged that travelers use the University's Enterprise Rental Car contract when renting vehicles for out of town University-related business.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Office of Finance

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Estimated Cost of Proposed Travel Form - online
Travel Expense Reimbursement Form – online
Business Related Meal Expense Statement - online
Hotel Zero Balance Receipt
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations” - most recent effective date
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Office of Finance Policies and Procedures
Enterprise Contract – located on Materiel Management's Website

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”
ODU Training Materials

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable

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Materiel Management
Facilities Management
University Departments

H. INVOLVEMENT EXTERNAL TO ODU

Vendors providing travel related goods or services to ODU employees on official University business.

I. PROCEDURE:

1. It is strongly recommended that travelers use the University's Enterprise Rental Car contract when renting vehicles for out of town University-related business. **(Information about this contract can be obtained from Materiel Management at 683-3105 or on the Materiel Management web site.)**
2. You may pay for these services using (a) Corporate Travel Card; (b) an eVA DO purchase order; (c) a Limited Purchase order (LPO); or (d) Small Purchase Charge Card.
3. If utilizing the Enterprise Rental Car Contract – always reference the University's account number (see contract on Materiel Management website) when making reservations and verify that you are receiving the appropriate rates cited in the contract.
4. If you are using a purchase order (DO or LPO) when utilizing the Enterprise contract or any other vendor, be sure to provide Enterprise (or any other vendor) with the purchase order number and budget code. **Do not claim this expense on your travel expense reimbursement voucher if paying via purchase order.** You must attach a copy of the *ODU Travel Estimate/Excessive Lodging/Out of Country Approval Form* to the Accounts Payable copy of the purchase order.

NOTE: When using an eVA DO or LPO for these services, invoices received by Accounts Payable that fail to reference the eVA DO or LPO number will be returned unpaid to the vendor, with the resulting responsibility for payment placed on the individual traveler(s).

5. If you are using your Corporate Travel Card to pay for these services **reimbursement cannot be made until after travel is completed.**
6. **If you wish to use your Small Purchases Credit Card (SPCC) – you must first complete a “Request for Car Rental Exception Form”. Contact the SPCC administrator in Materiel Management for additional information on this process.**

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7. Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented.
8. **In most cases, rental vehicles are to be used only after reaching the travel destination.** However, for travel initiated from the traveler's base point, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the State if they use a rental car in lieu of a personal vehicle for the planned trip. **The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle. If this analysis demonstrates that it is cost beneficial to obtain the rental vehicle, a rental car may be used.** Be sure to attach the analysis to the Travel Expense Reimbursement Voucher.
9. **LOCAL TRAVEL** -- When University-related travel is expected to be 100 miles or more per day, departments should use the Enterprise Rent-A-Car contract. Employees may choose to use personal vehicles if daily mileage is expected to be 100 miles or more per day, ***but reimbursement will be at a lower rate unless a cost analysis is provided that indicates personal vehicle use is cheaper.***
10. Rental vehicles should be refueled before returning the vehicle to the rental contractor unless an exception is noted. **Reimbursement will be based on the fuel used and receipts provided.** Refueling *fees are not allowed.*
11. In no instance should the traveler enter into a "Fuel Agreement" or pay for fuel at the time of rental or before the vehicle is used.
12. The type of car rented (Economy, Compact, Two-Door, Full Size, etc.) must be listed on the Travel Expense Reimbursement Voucher in the description field.
13. Travelers will be reimbursed for **actual expenses (gas, oil, etc.)** rather than mileage rates.
14. **No add-on GPS charges are allowed.**
15. **Original** receipts for the car rental and accurate accounting of gas purchases must be submitted on the Travel Expense Reimbursement Voucher in the "other expenses" column. Gas accounting and rental information should be reported in the same row and must be itemized -- in column 2 for rental information and in column 5 for gas expenses (***receipts required***).
16. **Attach a copy of the rental form to the reimbursement voucher.**

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17. Insurance Coverage – State Employees - Insurance coverage offered by rental car contractors should be **declined**. Costs associated with optional coverage will not be reimbursed. (The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State Employees).

18. Insurance Coverage - Non-State Employees (and Consultants) - Non-State employees (and Consultants) are not covered under the state's insurance coverage and are required to purchase Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance. These individuals will be reimbursed for LDW and CDW coverage. Limits may apply. Discuss reimbursement for insurance coverage for these individuals with the Accounts Payable Manager at 3-6977.

19. Insurance Coverage – Outside Virginia – a traveler may encounter a situation when renting a car outside of Virginia and the car rental company requires the traveler to obtain coverage from the car rental company or show some evidence of insurance coverage. **The traveler should determine if this requirement is in effect for their travel destination PRIOR to travel if possible and if so obtain a “Proof of Insurance” certificate from the Division of Risk Management. This can be obtained on-line from the Department of Treasury Web Site at:**

<http://www.trs.virginia.gov/frm/state.asp#liability>

20. Insurance Coverage - Travel Outside the Country – State Employees and Non-State Employees - Individuals traveling outside the territorial U.S. (including Canada and Puerto Rico) **are required to purchase**, and will be reimbursed for, **LDW and CDW insurance only**. Other types of insurance offered, such as trip cancellation, personal, health or life insurance are *not reimbursable*.

21. Reporting Accidents - Employees are responsible for operating rental cars in a safe and responsible manner. If a traveler on official business is involved in a vehicle accident while operating a rental car, the following steps should be taken:

- a. Contact the state or local police of the jurisdiction where the accident occurred.
- b. Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.

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- c. Contact Facilities Management and notify them of the accident.
- d. Facilities Management will notify ODU's Office of Risk Management.

Records Retention:

Original travel documentation should be maintained along with the associated travel expense reimbursement vouchers in the Office of Finance agency file for three years.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-6977, Accounts Payable Travel Supervisor at 683-5020.