WHAT DO I SUBMIT?

Determine who will rent the vehicle for the trip. If the employee is a PCard holder, the card may be used for the rental.

If the employee is not the PCard holder, then a personal credit card will be required for the rental.

If the trip requires a Permission to Travel based upon the “Purpose of Travel” Submit one to the travel office along with any required information in the required time frame.

Permission to Travel—Estimate the expenses for your trip. If your rental will be paid with the Pcard, do not include the “rental amount” in your estimate. Submit the signed form three weeks prior to travel.

Rental Receipt—A copy of the rental receipt if the rental was charged on the Pcard is needed to be reimbursed for fuel.

Travel Voucher—For fuel reimbursement.

DON’T FORGET!

Chartfield—Identifies where the funds will be withdrawn to produce a check. This fund number cannot be changed after the check has been issued.

Signatures: Two Required. The Traveler and the Next Higher Authority must always sign. If the paperwork is incomplete, it will be returned to the department for correction.

POLICY

All rental car reservations MUST be made with the State Contracted Provider. The use of any other rental car company requires a Waiver approved by the signature authority and/or Dean, Chair, or Next Higher Authority and the Agency Head or designee. The Waiver with instructions can be found on the TRAVEL FORMS page.

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical contract rate available.

GRADUATE STUDENTS

Graduate Students must comply with the same requirements as faculty and staff.

REIMBURSING STUDENTS WHO PAY

A W9 is required for all undergraduate and graduate students being reimbursed for travel. Attach to their travel voucher.
If you are involved in an accident while driving a rental car you should:

— Contact the police immediately
— Contact the State Contract Car Rental Office where you rented the vehicle
— Obtain the Officer’s badge number and the phone number of where you would call to get a copy of the accident report
— Call and request a copy of the accident report be sent to you

Contact the Campus Accident Liaison (601-266-4414) and inform the representative of the accident. Once you receive a copy of the accident report, forward a copy of it to the representative. They will then file the necessary paperwork for any liability damages caused in the accident.

Rental Insurance Liability Card available on travel website

Full Size, Luxury or Sport Utility Vehicles require a WAIVER prior to renting.

Waivers can be found on the Travel website under Travel Forms.

Mini-Vans and 12 passenger van rentals are available for groups. – No Waiver needed

OUT OF STATE PROVIDERS

Hertz (primary)
Enterprise (secondary)

IN STATE PROVIDERS

Vanguard (National Car Rental)
Usave
Enterprise
Hertz

See Travel Website for links to rental contract provider.

Always confirm daily rate is state contract rate when checking out/in car.

DO NOT PURCHASE ADDITIONAL Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), Supplemental Liability Protection (SLP), and Personal Accident Insurance (PAI). Insurance is provided for employees with the contract (see contract for more information).

The state will not reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to and from restaurants while on official state business travel.

Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.

RECEIPTS

DO NOT LOSE THEM!

Rental Car: The original itemized paid receipt is from the rental company required. The summary handwritten sheet will not be accepted.

Contact the rental company for a duplicate receipt if needed.

See Vehicle Rental Information.

Gasoline: Actual costs with original itemized paid receipts. Credit card statement not accepted.

Parking and Tolls: Actual cost. Original receipt required if over $10.00 per claim. Hotel parking will be included on your hotel bill.

WEB: https://www.usm.edu/procurement-contract-services/travel-policies-and-procedures