WHAT DO I SUBMIT?

Determine who will rent the vehicle for the trip. If the employee is a PCard holder then 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.

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.

VEHICLE RENTALS

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.
**ALWAYS USE THE VEHICLE RENTAL CONTRACT PROVIDERS**

**PROCUREMENT CARD HOLDERS**
The Procurement Card (P-Card) can be used to book and pay for the rental vehicle. **Only In-State travel is tax exempt.** Charging any other expenses to the card like fuel and additional optional fees are not allowed.

**USING YOUR PERSONAL CREDIT CARD**
When using your personal credit card to pay for rental vehicles, you will be charged taxes. Only the PCard is tax exempt for in-state use.

**BUNDLE PACKAGES**
One caution with booking a bundle through an internet company is your are not always able to select the contract providers. The rate you will receive will not include free insurance. It may also start out cheaper but additional fees will increase the rate to exceed the state contract providers rates. When searching to save money book airfare, hotel room together using a bundle package, but do not bundle the rental vehicle. Use the link provided on the Travel website to secure your rental with the state contract provider.

**VEHICLE SIZE**
An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the state’s business. A eWaiver request form should be submitted along with the Travel Voucher for Reimbursement.

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**

**BUDGET**
**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), Supplementary 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.

**ACCIDENTS**
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

**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