UNIVERSITY OF MICHIGAN

PROCUREMENT SERVICES Accounts Payable

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Car Rentals Guidelines

Limitations

If your travel plans include a portion of personal travel, you must separate this cost out and reimburse the University for the personal portion (if you are using a PCard) or request reimbursement for the business portion only (if you are being reimbursed).

TIPS

- Compare the cost of renting a car versus the cost of using a taxi or van to your destinations.
- Make reservations in advance to take advantage of cheaper advance purchase fares.
- Look at using car rentals that are located off the airport grounds. The transportation there is free and the rentals are usually cheaper.
- Loss Damage Insurance on rental cars can not charged to the University. The University is self-insured.
- For a complete list of reimbursable expenditures, while on travel status, see the following documents [link to Summary of Reimbursable and Non-Reimbursable Expenses for Travel document and Summary of Reimbursable and Non-Reimbursable Expenses for Hosting].

Travelers may chose to book car rentals on line or use a travel agency. The University's designated travel agency is AAA http://www.autoclubgroup.com/michigan/promos/university_michigan.asp.

Receipts Needed

A receipt is always required for car rentals. One of the following is acceptable:

- The original itemized rental receipt showing the dates, the points of departure, detailed cost and amount paid.
- Original credit card statement showing car rental payment and a confirmation from the car rental agency showing the dates, the points of departure, detailed cost and amount paid.
- The original itemized receipt for all gasoline purchased for the rental car.

How to get reimbursed

The preferred method for paying for car rentals is a PCard. If the traveler does not have a PCard, a reimbursement to the traveler can be done at the completion of the trip.

Big 10 Car Rental Agreement

The University participates in the Big 10 Car Rental Agreement with National Car Rental (http://www.nationalcar.com/index.do?action=/hotDealsTemplate&msg=ZL_BigTen_Michigan_offer).

Reservations (for both business and personal uses) may be made by calling National direct 1-800-CAR-RENT (1-800-227-7368) or http://www.nationalcar.com/. Be sure to use the University's Contract ID number 5000490 when making reservations.