

Car Rental Vs. Mileage Reimbursement

1. **Determine cost of rental vs. mileage reimbursement by using the Mileage Calculator**, which can be found on the school website, under staff, Forms-Staff, Forms page, Conference Forms, Mileage Calculator.

To Complete Mileage Calculator Form

- a. Only complete yellow highlighted sections
- b. Total Mileage - Mileage can be determined by using www.mapquest, be sure to use round trip mileage
- c. Days For Rental - Example: If conference is on a Tuesday in Indianapolis and begins at 9:00 a.m. and ends at 4:00 p.m. but you plan on leaving around 6:00 a.m., you will need to rent the vehicle on Monday. The vehicle must be picked up or delivered AFTER 3:00 p.m. or later on Monday to avoid any additional charges. Since you would be returning Tuesday, but not until after Enterprise is closed, the vehicle still needs to be back at Enterprise that evening, and the keys placed in the drop box located near their front door. This particular example would only warrant car rental for one day
- d. Daily Rental Cost – We expect all to use the compact car rate, unless more than 4 are attending the same conference, then a mini-van or 15 passenger van would be valid. The different type of vehicle rate is highlighted in green in the section on the form “Business Use Daily Rate.”
- e. Fuel Cost – Use current fuel costs less .15 cents
- f. Rental Car Fuel Economy (MPG) – Leave at 25

Once all above information is entered into the Mileage Calculator the two orange highlighted areas located under “Calculator Results”, will show the cost for each; rental vs. reimbursement.

2. **If it is determined to be less expensive to rent a vehicle**, please email or call Robin Davidson at rdavidson or extension 8020.

- a. Please provide Robin with the following information. Example email:

Robin,

I have used the mileage calculator and determined that it is less expensive to rent a vehicle. Please schedule a compact rental car for me and Jane Smith for the RISE conference located at 10 S. West Street, Indianapolis, IN. We will need to leave at 6:00 a.m. on Tuesday, September 25, 2012. We will be returning the vehicle on September 25, 2012, but after 6:00 p.m.

Thank you,

Me

- b. Robin will set up the rental car and forward you the confirmation number along with some guidelines to follow when picking up the vehicle.
- c. Guidelines:
 1. Take driver’s license for Enterprise to copy. (This should only be necessary first time renting)
 2. Make sure vehicle has a full tank of fuel
 3. Make sure Enterprise is aware we are using the “Negotiated Post Pay Fuel” Option.
 4. Unless absolutely necessary, do NOT refuel the vehicle. (If refueling is unavoidable, only refuel enough to get back to Enterprise and keep receipt for reimbursement)
 5. Make sure and return the car rental agreement (pink form) to the administration building attention Robin.