Rental Car

**Summary/Purpose:** Justification and use of rental cars while in travel status

If a State Travel Agency is used to make rental car reservations with the rental agency, the state travel agency will send the traveler a confirmation of the reservation and the rate. Upon arriving at the destination a more economical rate is found with another agency, that agency may be used without approval from the state travel agent. Make sure all charges that will be assessed by the other rental agency are known. After paying for insurance, what seems to be the lower cost may actually be much more. To document the lower rate when filing for reimbursement, attach the original confirmation from the state travel agent and the receipt for the actual car rented to the Travel Reimbursement Voucher.

The state's car rental contracts are with Budget for rentals originating out of state and with Enterprise for rentals originating in state. The Mississippi corporate ID number for Budget it is T243900 and for Enterprise it is TL7970. These numbers should be used in order to obtain the free Collision Damage Waiver/Loss Damage Waiver insurance coverage offered under the State contract. Always ask the rental car company at the time of rental if the rental includes CDW/LDW insurance. The University will allow use of rental cars when there is a demonstrated cost saving over other modes of transportation, and use of the rental car is not strictly for the traveler’s convenience. **The following conditions justify use of rental cars:**

- When the traveler reaches the destination by commercial carrier, and several places within the area must be visited.
- When transportation between commercial carrier terminal and the hotel or meeting place is needed and a taxi or a limousine is not available.
- When a commercial carrier cannot meet the traveler’s schedule.