

OLD DOMINION UNIVERSITY
ACCOUNTS PAYABLE PROCEDURE MANUAL

TITLE: Use of Rental Vehicles

Proc #: 6-713

A. PURPOSE

The purpose of this procedure is to provide guidelines on the use of rental vehicles for ODU employees on official University business. It is strongly encouraged that travelers use the University's Enterprise Rental Car contract when renting vehicles for out-of-town University-related business.

B. DESIGNATED STAFF & RESPONSIBLE DEPARTMENT(S)

Individual travelers
Budget Unit Directors
Accounts Payable

C. PROCESSING CYCLE

Daily or upon need arising for business travel

D. REQUIRED RESOURCE MATERIALS

Pre-Approval Request – online in Chrome River
Expense Report – online in Chrome River
Misc. Receipts

E. GOVERNING POLICIES AND PROCEDURES

CAPP Section 20335 – “Travel Regulations”
University Policies #1051 – Business Travel Policy
Internal Revenue Code Sections Governing Business Expenses
Accounts Payable Policies and Procedures
Enterprise Contract – located on Procurement Services' Website

F. CROSS REFERENCE TO OTHER PROCEDURES

CAPP Topic # 20310, “Expenditures”
CAPP Topic # 20315, “Prompt Payment”
CAPP Topic # 20336, “Agency Travel Processing”
U.S.

APPROVED BY: Melissa Snowden

EFFECTIVE DATE: 03/20/09

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6. **If you wish to use your Small Purchase Charge Card (PCard) contact the PCard Administrator in Procurement Services for instructions on completing a “Request for Car Rental Exception Form.”**
7. Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available and acquire any commercial rate or government discount available when the vehicle is rented.
8. **In most cases, rental vehicles are to be used only after reaching the travel destination.** However, for travel initiated from the traveler’s base point, the traveler may complete a cost/benefit analysis to determine if it is beneficial for the State if they use a rental car in lieu of a personal vehicle for the planned trip. **The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle. If this analysis demonstrates that it is cost beneficial to obtain the rental vehicle, a rental car may be used.** Be sure to attach the analysis to the Expense Report.
9. **LOCAL TRAVEL** - When University-related travel is expected to be 200 miles or more per day, departments should use the Enterprise Rent-A-Car contract. Employees may choose to use personal vehicles if daily mileage is expected to be 200 miles or more per day, ***but reimbursement will be at a lower rate unless a cost analysis is provided that indicates personal vehicle use is cheaper.***
10. Rental vehicles should be refueled before returning the vehicle to the rental contractor unless an exception is noted. **Reimbursement will be based on the fuel used and receipts provided.** Refueling *fees are not allowed.*

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- b. Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.
- c. Contact Facilities Management and notify them of the accident.
- d. Facilities Management will notify ODU's Office of Risk Management.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.