

To: UGA Faculty and Staff

From: Travel and Encumbrances Section - Accounts Payable Department

Subject: The State of Georgia's rental car agreement with Enterprise Rent-a-Car

This notice is to provide University faculty and staff with information on evaluating the most cost effective form of transportation with regard to mileage reimbursement and how the State of Georgia's rental car agreement with Enterprise Rent-a-Car can be a valuable part of this assessment.

Enterprise Rent-a-Car holds the State of Georgia car rental contract for travel within the State of Georgia. This statewide contract has two major implications for faculty and staff that are traveling on official State business by automobile:

First, State of Georgia travel regulations require that faculty and staff must determine the most cost effective form of transportation given the travel arrangements. Thus, we must now evaluate the cost of using a rental car from Enterprise against the cost of using a UGA fleet vehicle or a personal vehicle for travel within the State of Georgia. For travel outside of the State of Georgia, the cost comparison would be among a UGA fleet vehicle, a personal vehicle, and the most advantageous rental vehicle available that meets the traveler's needs. Please note that this cost analysis is only one factor that faculty and staff are to consider in determining which, in your judgment, is the most practical and advantageous form of travel.

Second, this State contract makes Enterprise the sole car rental provider that UGA faculty and staff may utilize for travel within the State of Georgia. National Car Rental has contracted with the State of Georgia for out-of-state car rental services, but other rental car companies can be utilized when circumstances warrant it, such as better pricing or availability.

To assist you with this analysis, Enterprise has developed a Cost Comparison Tool available for your use on the web at http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UGA2009.

This tool is able to compare the cost of renting a car from Enterprise versus the cost of using your personal vehicle; however, the tool does not consider the cost of using a UGA fleet vehicle. In the event that a UGA fleet vehicle is not available to you, please use the cost comparison tool to determine if a rental from Enterprise Rent-A-Car or mileage reimbursement for use of a personal vehicle will be the most cost advantageous form of travel given your circumstances. If a UGA fleet automobile is available, please include its cost in your overall comparison of all three forms of transportation (UGA fleet vehicle, Enterprise Rent-A-Car, or personal vehicle) and use the vehicle which provides, in your judgment, the most practical and advantageous form of travel.

Due to the low, negotiated rates in the state contract, frequently a rental car will be cheaper than mileage reimbursement for a personal auto. The cost comparison tool will allow users to determine the cost

effective mode of travel and print a copy of the verification for documentation. *You are not required to submit a copy of this verification to Accounts Payable along with your travel reimbursement request*; however, as noted on UGA's travel expense statement, your signature certifies that the most advantageous method was used and the verification form should be retained within the traveler's home department to support the decision in the event of an audit.

To help alleviate out-of-pocket expenses for travelers, Enterprise offers direct billing for UGA employees and guests of the University. To establish a direct billing relationship with Enterprise, please fill out the direct billing form located at http://www.busfin.uga.edu/accounts_payable/GADirectBill.pdf and follow the instructions on the bottom of the form for submitting to Enterprise. Please allow 3-5 business days for processing.

For additional information regarding Enterprise's partnership with the State of Georgia and UGA please view the following presentation:

http://www.busfin.uga.edu/accounts_payable/rental.ppt

If you would like to view the Enterprise state-wide contract, it is available at:

[http://ssl.doas.state.ga.us/PRSapp/statewide/SWC-070765%20\(PS%208\)_042408_162223.pdf](http://ssl.doas.state.ga.us/PRSapp/statewide/SWC-070765%20(PS%208)_042408_162223.pdf)

If you are interested in attending an informative session with Enterprise or have other questions about this contract with Enterprise, please contact Jennifer Collins at jfinch@uga.edu for information.

Additional travel resources:

UGA Travel Website located at http://www.busfin.uga.edu/accounts_payable/travel.html