

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Travel Policy FO-TR-05**  
**Car Rentals**

SHSU does not prepay or direct bill car rental for an employee or prospective employee. Each employee or prospective employee may make his own car rental arrangements according to his own situation. Upon conclusion of travel, the actual **car rental receipt** is required to be attached to the Travel Voucher form to request reimbursement for this item.

Advantage, Avis, and Enterprise are under contract until **3/31/2009** to provide discounts to SHSU faculty/employees. All contract rates include Loss/Damage Waiver and Primary Liability coverage. All contract rates may be viewed at the GSC website: [www.window.state.tx.us/procurement/prog/stmp](http://www.window.state.tx.us/procurement/prog/stmp)

Advantage - SHSU reservation code #753-TXC (1-800-777-5518)

Avis – SHSU reservation code #F999-753 (1-800-331-1212)

Enterprise – SHSU reservation code #TX-753 (1-888-291-0359)

An employee may find that in some locations other car rental companies will have lower cost cars available than the contracted companies.

The employee is responsible for securing a low cost economy-type vehicle. Restrictions apply to luxury and land rover-type vehicles. Also, use of a large type car will require justification.

When requesting insurance on a non-contract car rental, SHSU may only reimburse a claimant for Collision Damage Waiver (CDW) or Loss/Damage Waiver\* (LDW) insurance. The claimant must advise the car rental company that he/she is a government employee of the state of Texas in order to receive the discounted car rental rate. A claimant may secure any other insurance coverage at his own expense.

\* CDW and LDW insurance provides coverage for the renter so that he will not be responsible for any damage payments that may result from an accident provided the vehicle is used in accordance with the provisions of the rental agreement. This is very important to consider since some car rental companies may hold the renter responsible for lost income while their vehicle is being repaired, as well as the cost of repairing the damage to the vehicle itself. A claimant is advised to read what is being signed when purchasing car rental insurance. Avoid loss-of-use fees. A claimant may pay by credit card if the card company offers car rental insurance--the credit card company might cover whatever the CDW doesn't. It is not recommended to purchase CDW if a claimant's own insurance will cover him anyway.

Be aware that some car rental companies will charge a claimant in excess of \$2.00 per gallon for gasoline if the vehicle's gas tank is not filled up before returning the vehicle. In some cases a claimant can save this high fee by filling up the gas tank himself at a regular gas station before returning the vehicle. The gasoline expense is reimbursable and a receipt should be obtained. When claiming reimbursement for gasoline show "Gasoline Purchases for Rental Auto" on the front of the Travel Voucher under "Other Travel Expenses." A gasoline receipt is required to be attached to the Travel Voucher in order to be reimbursed for this expense.

Car Rental Receipt -- An official car rental receipt is required showing amount paid and all items included in the bill.

Only Collision Damage Waiver or Loss Damage Waiver Insurance may be reimbursed to the claimant, if a non-contract rental. Deduct all other insurance from the amount requested for reimbursement. If personal travel occurs during the trip, deduct car rental expenses for the days of personal travel. Large rental vehicles require justification for their use.

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Car rental expenses may need to be prorated so as not to include days when official business does not take place, such as when traveling extra days in order to obtain special airfare rates.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07  
Next review: 11-01-08