

Rental Car Reservations

Updated: 12/5/2018

Purpose

To assist University faculty and staff with options available when making rental car reservations.

Policy

University employees are required to use the rental companies under contract with The University of Texas System, unless any of the contracted car rental companies are unable to provide service in the location and dates required for travel. Documentation regarding the unavailability of contracted rental companies must be provided when requesting reimbursement. Secondary drivers are allowed, and associated fees are waived, only if the additional driver is operating the car during the course and scope of official University business. The names of currently contracted rental car agencies are available on the Travel website, under [Rental Car Reservations](#).

Procedures

All rental car reservations must comply with Comptroller's service contract rates. University contracted rental car agencies and the online booking tool comply with Comptroller's car rental rates and state regulations.

The options are available for making car rental reservations include:

1. Use the University's contracted travel agencies (Anthony Travel)
 - a. Either the traveler or the department travel planner can reserve a car using one of the travel agencies
 - b. Rental will be paid by the employee and reimbursed by the University **only upon completion of the trip** and submission of receipts.
 - c. Additional rental car insurance purchased by the traveler will not be reimbursed as it is included in the state contract. Insurance reimbursement will be allowed if a traveler is required to use a rental car agency that is not a UT System contract vendor.
2. Use [Concur](#), the University's online booking tool.
 - a. Either the traveler or the department travel planner can reserve a car using Concur
 - b. Rental will be paid by the employee and reimbursed by the University **only upon completion of the trip** and submission of receipts.

The traveler will be reimbursed for rental car on a PeopleSoft Expense Report document. The traveler will submit the rental car receipt to the department travel planner for reimbursement. The travel planner will create an expense report in PeopleSoft and attach all supporting documentation. The document will be sent electronically to the Accounts Payable Department for final review and approval.

Applicability

Applies to all University faculty and staff traveling by rental car on official state business.

Responsible Party

Comptroller