Rental Car Reservations

Purpose

To provide guidance on obtaining rental car reservations for official UTEP travel.

Policy

This procedure is issued in accordance with The University of Texas at El Paso (UTEP) Travel Policy (Handbook of Operating Procedures, Section VII, Chapter 6).

As required by the UT Systemwide contracts, official UTEP travel arrangements funded by the University must be made through a University contracted car rental agency or through the University contracted travel agency, Anthony Travel, Inc (ATI). All car rental reservations must comply with the Texas State Comptroller of Public Accounts' service contract fares based on the travel guidelines published on the TexTravel guide. University contracted car rental agencies comply with the Comptrollers' service contract fares and state regulations.

Exceptions for not using the UT System Contracted Rental Car Agencies:

1. When travel is paid by an outside entity (not funded by the University);
2. The contracted car rental agencies are unable to provide service in the location and dates required for travel;
3. Extreme weather conditions or emergency response;
4. Athletic Travel; or
5. Student travel not funded by the University in accordance with the Student Travel Policy for University Organized or Sponsored Events and the Student Travel Policy for Registered Student Organizations.

Reimbursement of car rentals may be disallowed for travelers who do not use the contracted car rental agencies, the contracted travel agency or Concur.

Procedures

The UTEP Rental Car Reservations website provides a list of the UT System contracted rental car agencies. The following options are available for making car rental reservations for official UTEP Travel which has been approved per the University Travel policy.

Rental Car Reservations with Anthony Travel

The employee traveler or the department travel planner can contact the University's contracted travel agency, Anthony Travel. Updated contact information can be found on the UTEP Travel Service's UT System Contracted Travel Agencies website.

- For Enterprise Business Travel rentals, the pin is UT(space).

The employee traveler or the department travel planner must specify the payment method:

- **Direct bill:** the rental car agency will bill the University directly and the traveler will not need to use a personal credit card for payment. The traveler must retain and submit the car rental reservation and any fuel receipts for reimbursement of fuel on an expense report.
- **Reimbursement:** the traveler must provide a credit card at the rental car agency counter upon picking up the vehicle. The traveler must retain and submit the rental car receipt and any fuel receipts for reimbursement on an expense report.
    - The lowest available rental will be offered.
- UTEP Travel Cards may not be used to pay for car rentals.

Students may not contact Anthony Travel directly to request reservations. The responsible UTEP employee (faculty, staff or department travel planner) must contact Anthony Travel.

When contacting Anthony Travel, the Travel Authorization ID must be provided.

- Employees must provide an approved PeopleSoft Travel Authorization Number
    - (Ex. TA+PeopleSoft Travel Authorization ID)
- Students traveling with a responsible UTEP employee:
    - Employees must provide the responsible employee's approved PeopleSoft Travel Authorization Number.

    - A list of the students that are traveling with the responsible employee must be included with or attached to the PeopleSoft Travel Authorization.
    - (Ex. TA+PeopleSoft Travel Authorization ID)
    - All Student Travel processes and guidelines still need to be completed for all students traveling.
- Students traveling without a responsible UTEP employee for general student travel:
    - Employees must provide the student's approved Travel Registry Trip ID Number; 23 digits, including letters, numbers and underscores.
    - (Ex. 675E_2770_1694209912839)
- Students traveling without a responsible UTEP employee for study abroad:
    - Employees must provide the student's approved Study Abroad App ID Number; 5 numerical digits, no alpha or special characters to Anthony Travel.
    - (Ex. 23273)
- Guests, defined as travelers which are not UTEP students or employees (contractor, speaker, prospective employee, etc):
    - The DTN number of the fully approved Guest Travel Authorization form will serve as the Travel Authorization ID.

Departments must provide a project ID or Cost Center to Anthony Travel for payment of the rental.

Rental Car Reservations with Concur

The employee traveler or the department travel planner can use the Concur online booking tool for domestic travel. Navigate to the Concur website. Registration is required and must be approved by the Travel Services office before official use.

- Browse available rental car options and select the rental most convenient for your travels.
- Payment method is reimbursement only. The traveler must provide a credit card at the rental car agency counter upon picking up the vehicle. The traveler must retain and submit the rental car receipt and any fuel receipts for reimbursement on an expense report.
- UTEP Travel Cards may not be used to pay for car rentals.

The Concur online booking tool is not available for student travel reservations.

When booking in Concur, the Travel Authorization ID must be provided.

- Employees must provide an approved PeopleSoft Travel Authorization Number
    - (Ex. TV+PeopleSoft Travel Authorization ID)

Rental Car Reservations the UTEP Rental Car Agencies website

The employee traveler or the department travel planner can book a car rental directly through the UTEP Travel Services UT System Contracted Card Rental Agencies website. Navigate to the UTEP Rental Car Agencies website.

- Browse available rental car options and select the rental most convenient for your travels.
- Payment method is reimbursement only. The traveler must provide a credit card at the rental car agency counter upon picking up the vehicle. The traveler must retain and submit the rental car receipt and any fuel receipts for reimbursement on an expense report.
- UTEP Travel Cards may not be used to pay for car rentals.

Insurance Coverage for Reservations with UT System Contracted Rental Car Agencies

When renting a vehicle from a contracted agency, the daily rate includes both Loss Damage Waiver (LDW) and Liability coverage. Additional insurance, including but not limited to, personal accident insurance, safe trip insurance, and personal effects insurance is not reimbursable. A collision damage waiver or loss damage waiver is reimbursable only when a traveler is required to use a rental car agency that is not a UT System contract vendor.

Cars Rented at International Locations: local insurance coverage required by the agency regardless of whether a contracted rental car agency is used or not may be reimbursed.

Rental Car Reimbursements

Travelers may be reimbursed for a rental car expenditure on a PeopleSoft Expense Report document with all supporting documentation attached and upon the completion of travel.

For a traveler to be reimbursed for a rental car expenditure, they must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose. The receipt must include the following:

- The name of the rental company;
- The name of the person renting the vehicle;
- The starting and ending dates of the rental;
- An itemization of expenses incurred; and
- Proof of payment

If the receipt does not include all the above listed items, the rental contract may also be included to provide that information.

When associated with rental vehicles, reimbursable expenditures include Texas and other state sales taxes, gasoline, parking fees, and toll charges. Receipts for these expenditures must be provided.

The traveler will submit all receipts 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 Disbursement and Travel Services Department for final review and approval.

Employees are personally responsible for paying for any traffic tickets that are issued to them. In addition, charges for frequent flyer credit, GPS, satellite radio and other non-business essential services will not be reimbursed.

Applicability

This applies to all University faculty, staff, students and guests traveling on official UTEP travel/business.

Responsible Party

Comptroller
Handbook of Operating Procedures (HOP) Section 7 Chapter 6: Travel Policy

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