

**UNIVERSITY OF SOUTH ALABAMA POLICY
REGARDING RENTAL VEHICLES**

In the event the use of a rental vehicle is necessary at the travelers destination, the travel form must state the reasons why it was necessary to rent the vehicle. As a general rule, the University does not accept transportation to and from the airport, to and from meals, or sightseeing as justification for renting a vehicle. **Prior written approval from the department head**, with proper justification, **must be obtained** before you travel. Justification must include a comparison of the estimated total rental car costs (e.g., rental car, parking, and gas) with what the estimated transportation costs would be without using a rental car (e.g., shuttle between airport and hotel/motel and taxi between hotel/motel and conference site). The justification must be attached to the travel form. The type of vehicle rented should be appropriate for the business purpose. Normally, only economy rentals are reimbursed. The original receipt and rental agreement as well as any gasoline receipts must accompany the travel form. Expenses for rental car use at the destination should be reported in the Other Expenses section of the travel form.

When renting an automobile for business use, University employees are covered by the University's automobile liability coverage while on official business trips; however, collision damage to the rental vehicle is the responsibility of the employee. The employee may be reimbursed for collision damage waiver coverage as part of the rental costs, if the employees personal automobile insurance is not considered adequate for the potential risk of damage to the rental vehicle. Other types of insurance on rental automobiles (such as personal effects or supplemental liability coverage) are considered to be personal expense and will not be reimbursed. (The University provides NO physical damage coverage to personal vehicles used on University business.)

The University has entered into an agreement with Enterprise Rent-A-Car to provide rental cars for the University at discounted rates and is the preferred provider of rental cars for the University. The rental program with Enterprise is valid for both local and out of town rentals. The information needed to access this program can be found on the University's web site at: <http://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/enterprise.html>.

- NOTE:**
- **University policy prohibits the rental of 15 passenger vans.**
 - **Rental vehicles may only be rented and driven by approved USA faculty and staff.**

By signing this document, I acknowledge that I have read and understand the above policy.

Signature of Advisor

Date