

Enterprise Vehicle Rental & Travel Information Overview



Rev: 7/23/18

Agenda

- Overview of the new Enterprise vehicle rental program
- Overview of the new travel process



Bloomsburg
UNIVERSITY



Enterprise-Rent-A-Car

The University partnership with Enterprise Rent-A-Car is via PA State Contract.

Note – BU retains University owned vehicles listed below:

- 2 -15 person passenger vans (Geoscience and Biology Dept);
- Transportation Dept.
 - 1 – 24 person passenger bus
 - 1 – 25 person passenger bus
 - 2 - 15 passenger vans and 1-7 person or 3 chair ADA van.
 - Busses

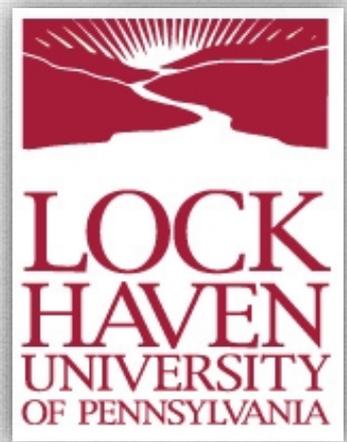
Enterprise-Rent-A-Car

Benefits include:

- New model vehicles = less risk (safety) and satisfied customers;
- Flexible delivery- campus delivery or any nearby Enterprise branch;
- On-line reservations;
- Full collision damage waiver with no deductible;
- Primary third party liability protection up to \$1 million in coverage;
- Vehicles available to switch out or change at over 7,000 locations across the United States with 24/7 access to additional roadside assistance;
- Frequent users have the option of ePlus enrollment;
- One monthly invoice;
- Used system-wide



PASSHE Universities Partnered with Enterprise:





Welcome to the Procurement Department

BU's Procurement Department is committed to providing timely and cost effective procurement of goods and to the BU community. Explore below to find the answers on policies and procedures. Please contact us if you need assistance.

Important Year End Information

Procurement News

Fiscal Year End Information (posted 6-4-2018)

As our 2018 fiscal year will be ending on June 30, 2018, various Admin/Finance and Budget departments have been/will be sending out emails containing fiscal year end information and timelines. To make keeping up with all this information easier, a web page has been created that consolidates all these communications in one central location. Please refer to the following link for important year end information, instructions and deadlines relating to Accounting, Budget, Accounts Payable, Travel, Procurement and Receiving - http://intranet.bloomsu.edu/finance_bussvc/foia/year-end.

Also, a fiscal year end calendar has been created that gives a snapshot of important dates and deadlines - http://intranet.bloomsu.edu/documents/fin_bussvc/foia/Calendar.pdf

Year End Cutoff Dates (posted 5-10-2018)

Cutoff for Disbursements

The Accounts Payable Department will cease printing checks Thursday, June 28, 2018 at 2:00 PM and will resume processing on Thursday, July 5, 2018 at 8:00 AM. This is necessary for AP to clear up the business of the 17/18 fiscal year and complete data collection for the financial reports required by the Chancellor's Office.

All travel expense reports for travel completed through the early part of June, 2018, as well as other payment requests, should be submitted to Accounts Payable no later than Friday June 15, 2018 at 4:00 PM to allow sufficient processing time prior to disbursement cutoff.

Travel Expenses for Fiscal Year 17/18

Please be advised it is essential that all travel expense vouchers for travel taking place prior to and including June 30, 2018 reach the Accounts Payable Office no later than the close of business on Monday, July 9, 2018. This will allow sufficient processing time for those expenses to be recorded in Fiscal Year 17/18.

Review of Open Travel

Please review all travel approval requests in ESS to assure all open requests for trips prior to June 30, 2018 are finalized. Any trips planned and not taken should be cancelled using the cancel option in ESS. It is important to complete all travel expense reports for trips completed prior to June 30, 2018.

Purchasing Card

The cutoff for use of the Purchasing Card for Fiscal Year 17/18 is Friday, June 22, 2018. This will allow for sufficient time for processing June transactions and the recording of expenses in this Fiscal Year. You may resume use of the card again Monday, July 2, 2018. Transactions beginning July 1 will be recorded in the new Fiscal Year 18/19.

Contact Lon Obshelski with questions - 570-380-4548

Contractor vs. Employee (posted 2-23-2018)

When requesting services of a contractor (non-construction) it is important for departments to assess whether the person performing the work in question should be considered an employee or an independent contractor.

There are important tax and overtime consequences to both the university and the individual for misclassification of a worker if a worker has been misclassified, the Internal Revenue Service can reclassify the individual and the reclassification could result in the department being liable for taxes and any associated penalties and interest. To prevent this, the Internal Revenue Service (IRS) has provided clear guidance in determining how to classify an individual.

This is a reminder that departments are responsible for the initial classification. Guidelines and a form for such consideration is at the Procurement Department website at the link below: http://intranet.bloomsu.edu/purchasing-employee-contractor

If the purchase regulation is greater than a nominal value and the proposed services may involve work performed that have a behavioral, financial and/or other impact on the university, the person performing the work in question should be considered an employee or an independent contractor, please complete the Employee vs. Independent Contractor Form (link below) and attach it to the PR. http://intranet.bloomsu.edu/documents/purchasing/EmployeevsContractor.pdf

Bidding Threshold - \$20,100 (posted 1-3-2018)

Please note that current to applicable state which sets the base amount for transaction bidding requirements under the

The Enterprise link can be found on the Procurement Department Website

Vehicle Reservations

Following are the various vehicle options for university travel:

- University Owned Vehicles
7 Passenger Minivan
15 Passenger Van
Bus
Enterprise Rental Vehicle
Personal Vehicle

When using the University owned vehicle or Enterprise rental vehicle option for university travel, a Vehicle Reservation Request Form must be completed. The traveler must decide which vehicle (7 passenger minivan, 15 passenger van, bus or Enterprise rental vehicle) is appropriate for their travel.

The Vehicle Reservation Request form does not need to be completed when a personal vehicle is being used. However, the traveler must be in receipt of an approved Travel Approval Request form prior to completing the Vehicle Reservation Request form.

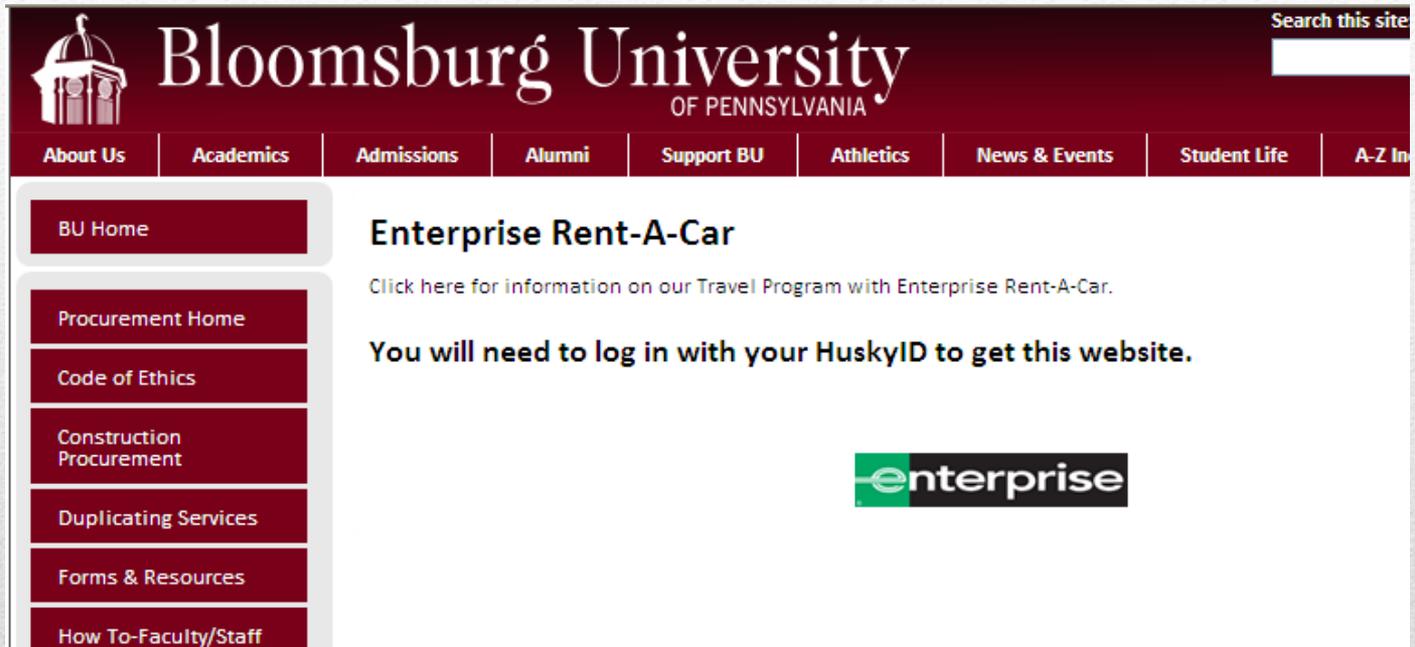
In order to assist with budgetary decisions, when comparing the cost benefit of a personal vehicle versus enterprise rental vehicle, a mileage calculator is provided below.

- Vehicle Reservation Request Form - Short Term
Vehicle Reservation Request Form - Long Term
Mileage Calculator
Enterprise Vehicle Rental Guidelines



The link can also be found on the Travel Information page located on the Finance and Business Website

Secure Log-In



The screenshot shows the Bloomsburg University website header with the university logo and name. A search bar is located in the top right corner. Below the header is a navigation menu with links for About Us, Academics, Admissions, Alumni, Support BU, Athletics, News & Events, Student Life, and A-Z Index. On the left side, there is a vertical menu with links for BU Home, Procurement Home, Code of Ethics, Construction Procurement, Duplicating Services, Forms & Resources, and How To-Faculty/Staff. The main content area features a link for Enterprise Rent-A-Car with the text: "Click here for information on our Travel Program with Enterprise Rent-A-Car." Below this link is a message: "You will need to log in with your HuskyID to get this website." The Enterprise Rent-A-Car logo is displayed below the message.

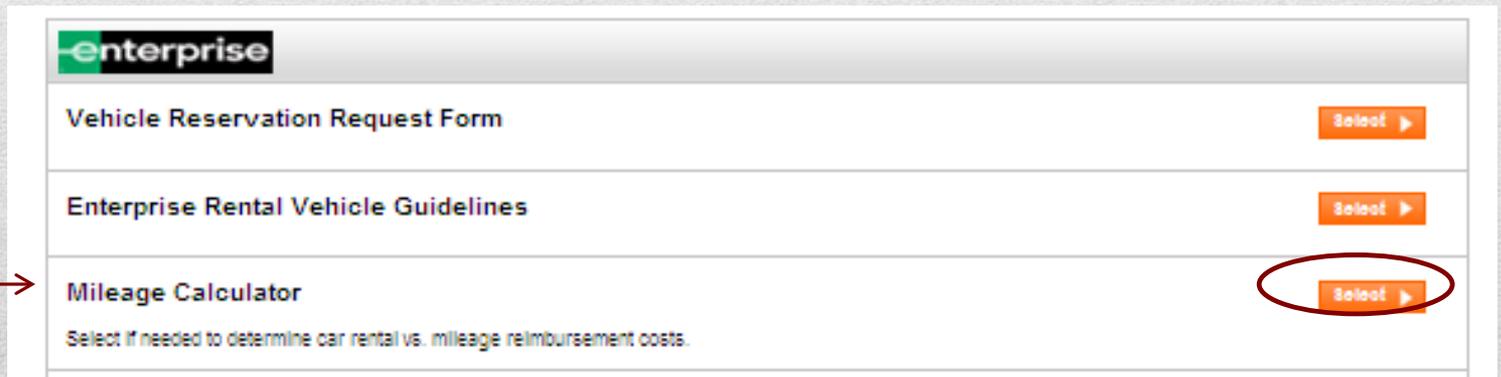
Once clicking on the
Enterprise link, enter your
BU email address &
password



STEP 1A: Mileage Calculator

Users **must** utilize the [Mileage Calculator](#) to determine if renting an Enterprise-Rent-a-Car is more cost effective than using a personal vehicle.

After completing Enterprise Vehicle Rental vs. Mileage Reimbursement calculation sheet (located on the webpage), please attach it to the Travel Approval Request Form (TAR).



The screenshot shows the Enterprise website interface. At the top left is the Enterprise logo. Below it is a list of links with orange 'Select' buttons to the right. The links are:

- Vehicle Reservation Request Form
- Enterprise Rental Vehicle Guidelines
- Mileage Calculator (highlighted with a red circle and a red arrow pointing to it from the left)

Below the 'Mileage Calculator' link is the text: "Select if needed to determine car rental vs. mileage reimbursement costs."

STEP 1A: Mileage Calculator

Enter in
information to
calculate the
benefit

Attach calculation
sheet to Travel
Approval Request
form when
completed



BLOOMSBURG UNIVERSITY

- Midsize Cars: \$36/day 28 MPG
- Fullsize Cars: \$38/day 25 MPG
- Minivan & SUV: \$55/day 17 MPG
- Reimbursement Rate \$.51
- [Current Gas Prices](#)

*Right click to open new
window*

[Print this page](#)

Welcome to the Trip Optimizer

Please use this trip optimizer to determine the most cost effective travel solution.

Input Values

All fields required

1. Distance to be Traveled:
 Miles
2. Total Days in Trip:
3. Car Rental Daily Rate: *
 USD
4. Cost of Fuel:
 Gal.
5. Reimbursement Rate:
 USD / Miles
6. Rental Car Fuel Usage:
 Miles / Gal.

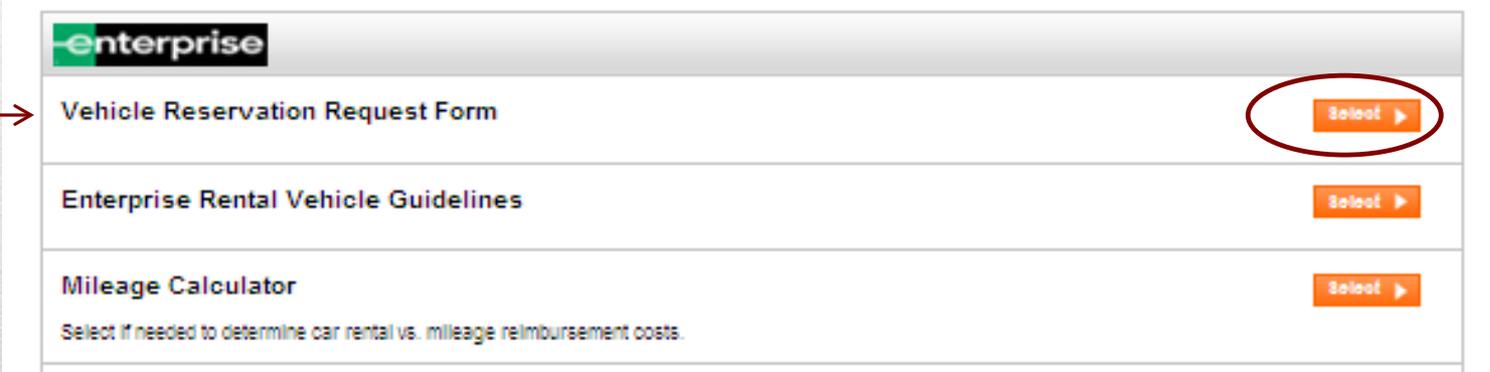
Reset Calculator

Calculate Results ▶

* Actual rate may vary. Additional taxes, surcharges etc. may apply

STEP 2: Vehicle Reservation Request Form

At this point, the [Travel Approval Request Form \(TAR\)](#) has been *approved* and received by the traveler. A Vehicle Reservation Request Form must now be completed.



The screenshot shows the Enterprise website interface. At the top left is the Enterprise logo. Below it is a navigation menu with three items: "Vehicle Reservation Request Form", "Enterprise Rental Vehicle Guidelines", and "Mileage Calculator". Each item has a "Select" button with a right-pointing arrow. The "Select" button for "Vehicle Reservation Request Form" is circled in red, and a red arrow points to it from the left. Below the "Mileage Calculator" link is a small text note: "Select if needed to determine car rental vs. mileage reimbursement costs."


Vehicle Reservation Request Form Select ▶
Enterprise Rental Vehicle Guidelines Select ▶
Mileage Calculator Select ▶
<small>Select if needed to determine car rental vs. mileage reimbursement costs.</small>

STEP 2: Vehicle Reservation Request Form

Short Term Rental

Long Term Rental

Vehicle Reservations

Following are the various vehicle options for university travel:

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15 Passenger Van

Bus

Enterprise Rental Vehicle

Personal Vehicle

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In order to assist with budgetary decisions, when comparing the cost benefit of a personal vehicle versus enterprise rental vehicle, a mileage calculator is provided below.

[Vehicle Reservation Request Form - Short Term](#)

[Vehicle Reservation Request Form - Long Term](#)

[Mileage Calculator](#)

[Enterprise Vehicle Rental Guidelines](#)



STEP 3: Making Reservations

Rental car options
and pick-up
locations on the
[website](#)

1. →
2. →

BLOOMSBURG UNIVERSITY



Vehicle Reservation Request Form [Select ▶](#)

Enterprise Rental Vehicle Guidelines [Select ▶](#)

Mileage Calculator [Select ▶](#)
Select if needed to determine car rental vs. mileage reimbursement costs.

ePlus Enrollment [Select ▶](#)
ePlus membership creates a personal profile with Enterprise Rent A Car including Driver's License Information, phone number, address, etc. This information is stored to provide faster reservations for future rentals. Enroll today!

Bloomsburg University Faculty and Staff – Delivery to Campus (Buckingham Maint. Bldg.) [Select ▶](#)
Select this option if you are a BU Employee, and are using a university budget to fund the cost of the rental vehicle and related expenses (i.e. fuel), and want the rental delivered to campus.

Bloomsburg University Faculty and Staff – Pick Up Rental from Enterprise Location [Select ▶](#)
Select this option if you are a BU Employee, and are using a university budget to fund the cost of the rental vehicle and related expenses (i.e. fuel), and want to pick up at an Enterprise Branch Location.

CGA ONLY – Delivery to Campus (Buckingham Maint. Bldg.) [Select ▶](#)
Select this option if you are using a CGA budget to fund the cost of the rental vehicle and related expenses (i.e. fuel).



National Car Rental [Select ▶](#)



STEP 3: Making Reservations

Rental Car Options & Pick-up Locations:

Three pick-up locations:

- 1. Users have the option of picking up a vehicle at the nearby Enterprise branch location.**
 - Pick up of a rental vehicle at an Enterprise branch location is during their normal business hours.
 - Vehicle keys and rental contract agreement will be provided at that time.

Business Hours

	Open	Close
Monday	8:00 am	6:00 pm
Tuesday	8:00 am	6:00 pm
Wednesday	8:00 am	6:00 pm
Thursday	8:00 am	6:00 pm
Friday	8:00 am	6:00 pm
Saturday	9:00 am	Noon
Sunday		Closed



STEP 3: Making Reservations

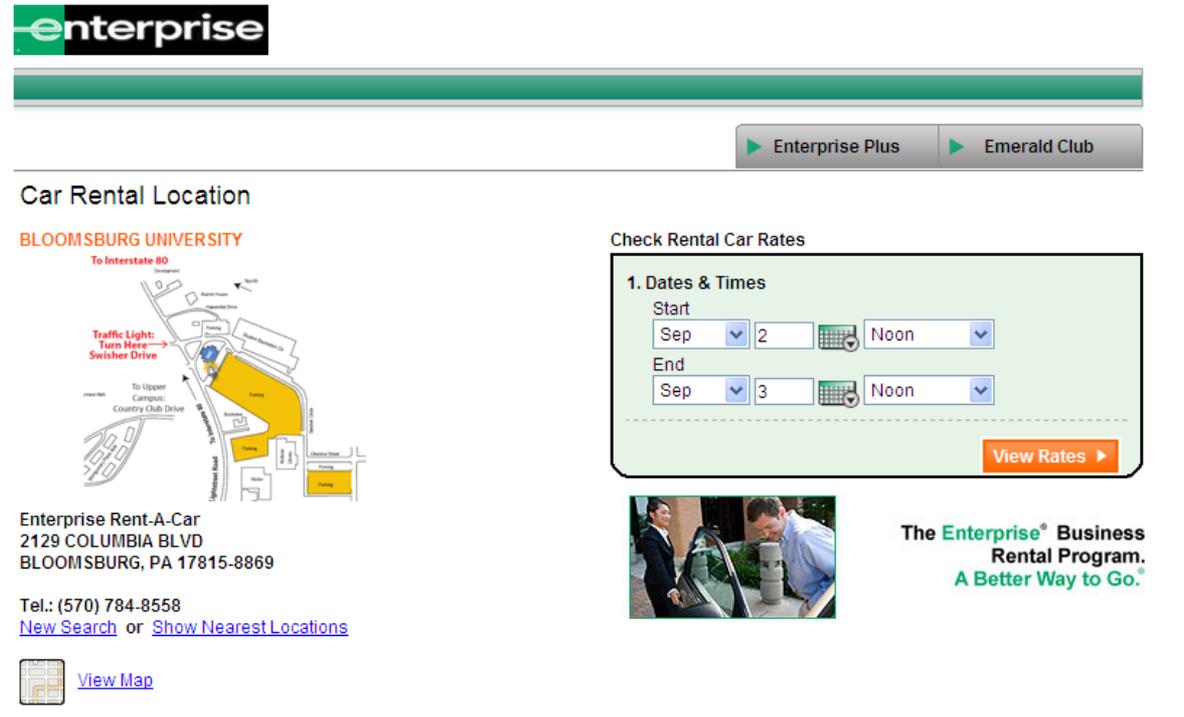
Rental Car Options & Pick-up Locations:

2. **Having the vehicle delivered to campus-** The rental vehicle will be parked at the parking lot behind the Waller Building.
 - Do **NOT** park your personal vehicle in the designated Enterprise Rent-A-Car space. Please park your personal vehicle in the employee spaces.
 - Keys and the rental contract for vehicles delivered to campus will be dropped off and available for pickup at the parking lot behind the Waller Building, otherwise, the keys can be picked up at campus police.

Using the Enterprise Website

After clicking on the orange “select” button, it will take you to the Enterprise website.

Follow the step-by-step directions on the Enterprise-Rent-A-Car website



The screenshot displays the Enterprise website interface. At the top left is the Enterprise logo. Below it, there are two buttons: "Enterprise Plus" and "Emerald Club". The main content area is titled "Car Rental Location" and features a map of Bloomsburg University. The map includes directions: "To Interstate 80", "Traffic Light: Turn Here -> Swisher Drive", and "To Upper Campus: Country Club Drive". Below the map, the address is listed as "Enterprise Rent-A-Car, 2129 COLUMBIA BLVD, BLOOMSBURG, PA 17815-8869", with a phone number "(570) 784-8558" and links for "New Search" and "Show Nearest Locations". A "View Map" button is also present. To the right of the map is a "Check Rental Car Rates" section with a form for "1. Dates & Times". The form has "Start" set to "Sep 2 Noon" and "End" set to "Sep 3 Noon". A "View Rates" button is at the bottom right of the form. Below the form is a small photo of a woman and a man at a car rental counter. To the right of the photo is the text: "The Enterprise® Business Rental Program. A Better Way to Go.®"



STEP 3: Making Reservations

Rental Car Options & Pick-up Locations:

3. National Car Rental

- Renters can choose between Enterprise or National when traveling to and from the airport
- Enterprise is at all major airports
- National Car Rental, website does "best rate search." Searches system for a price lower than contracted rate. If found, will match rate.
- Provides for one-way rentals
- User choice as to brand



STEP 3: Making Reservations



National
National Car Rental Select ▶

Reserving a vehicle through National Car Rental

National Car Rental
corporate travel • travel partners • travel agents • contact us • help

Existing Reservation
[View](#)
[Modify](#)
[Cancel](#)

Step 1: Tell us about your trip * Required Fields

Where do you live?
United States

Pickup / Dropoff Location *
Please enter one ONLY: city, state, country or a 3-letter airport code (for example, Fort Lauderdale or Florida or United States or ALL).

Pickup Location *
Pickup Date *
OCT-2011 21
Dropoff Location *
Dropoff Date *
OCT-2011 24

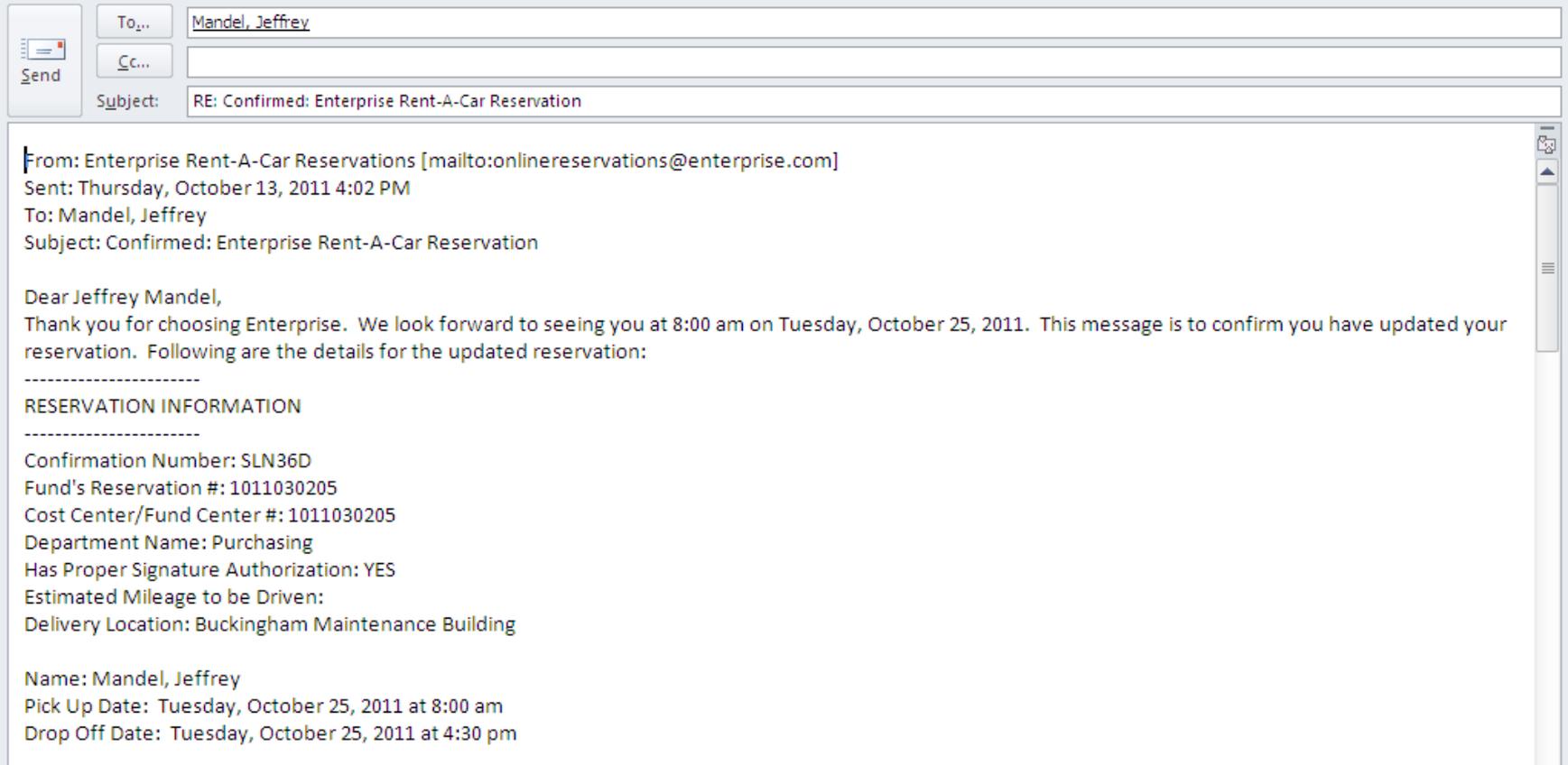
Find a Location
Pickup Time *
12 Noon
Find a Location
Dropoff Time *
12 Noon

Emerald Club Member
Emerald Club # Member Last Name
NE

Optional Rate Information
This section is not required for rate quote/reservation purposes. If you have a specific rate, promotional, association or coupon code, please enter it here. Up to three coupon codes may be entered.
Contract ID: XZ57169 Membership ID: Rate/Product Code:



Confirmation Email



The screenshot shows an email client interface with the following fields:

- To:** Mandel, Jeffrey
- Cc:** (empty)
- Subject:** RE: Confirmed: Enterprise Rent-A-Car Reservation

The email body contains the following text:

From: Enterprise Rent-A-Car Reservations [mailto:onlinereservations@enterprise.com]
Sent: Thursday, October 13, 2011 4:02 PM
To: Mandel, Jeffrey
Subject: Confirmed: Enterprise Rent-A-Car Reservation

Dear Jeffrey Mandel,
Thank you for choosing Enterprise. We look forward to seeing you at 8:00 am on Tuesday, October 25, 2011. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:

RESERVATION INFORMATION

Confirmation Number: SLN36D
Fund's Reservation #: 1011030205
Cost Center/Fund Center #: 1011030205
Department Name: Purchasing
Has Proper Signature Authorization: YES
Estimated Mileage to be Driven:
Delivery Location: Buckingham Maintenance Building

Name: Mandel, Jeffrey
Pick Up Date: Tuesday, October 25, 2011 at 8:00 am
Drop Off Date: Tuesday, October 25, 2011 at 4:30 pm

While tax may show on email BU is tax exempt and applicable taxes will be removed

Who can drive a University or Enterprise vehicle?

- In order to best insulate the University from unnecessary liability and to ensure that both University owned and Enterprise vehicles are operated for University-related purposes by designated individuals acting within the scope of their employment, these vehicles should only be operated by individuals who:
 1. Possess a valid license
 2. Are University employees, including student employees;
 3. Operating the vehicles pursuant to their employment responsibilities
 4. Must be 21 years old to rent and 25 years old if you choose to rent the 12 or 15 passenger vans
 5. For University owned vehicles, only 1, 2, 3 apply



Logistics

Cancellation:

- 24 hour's notice required for rental vehicle cancellation, otherwise a one-day rental fee will be applied. The renter must call the Enterprise Bloomsburg Branch at 570-784-8558 (or applicable local branch) to cancel the reservation if the vehicle is being delivered to campus.
- The \$10.00 daily weekend fee will apply for cancellations of a Saturday, Sunday, or early Monday morning reservation if the rental vehicle has already been delivered to campus.
 - If you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com

Logistics

Rental car RETURN instructions:

- On return to campus, park the rental vehicle at the same Enterprise Rent-A-Car location where the car was picked up; the parking lot behind the Waller Administration Building.
- Return the rental vehicle keys by placing them in the Key Drop Box at the parking lot behind the Waller Administration Building.
 - *Once the keys are in the Key Drop Box, they **cannot** be retrieved.*
- Call the Enterprise Rent-A-Car office when the rental vehicle is returned to the campus delivery site.
 - *The telephone number is on the Key Drop Box.*
- A rental vehicle may be at the designated pick-up location prior to the reservation period. The University rental agreement does not provide insurance coverage on the vehicle before the start date and time of your reservation.
 - *Use of the rental vehicle before this period will result in personal liability.*



Logistics

Fuel:

- All attempts will be made to have cars delivered to renters with a full tank of gas (Bloomsburg only)
- Renters **do not** have to fill the gas tank when you return the vehicle.
 - *Enterprise Rent-A-Car will charge for gas to the level noted on the rental contract agreement.*
- If you need to purchase gas during your trip, make sure to obtain a receipt, include the expense on the Travel Expense Report form as a miscellaneous expense. attach the receipt(s) to the Travel Expense Report form.
- Keep a copy of the rental contract agreement with you during use of the vehicle. Works as the vehicle registration, proof of insurance, and provide important emergency contact information.

Charges:

- Charges for your rental vehicle by Enterprise Rent-A-Car begin on the date and time specified on the reservation. A one-day rental = 24 hours
 - *Example: If the reservation begins at 12 noon on Monday, it is due back by 12 noon on Tuesday.*
- There is a \$10.00 daily fee for vehicles delivered on Friday for a Sunday or early Monday morning reservation.
 - Rental vehicles returned beyond the end time of the reservation are subject to a late fee.
 - Rental vehicles returned in a dirty condition will be subject to an additional fee for cleaning.
 - NO smoking policy otherwise additional charges apply
- Do not send the invoice to the Accounts Payable office as payment will be directly charged to your funds center, by Accounts Payable, through a monthly statement sent to the University.

Charges:

Long-term Rentals

Weekly and monthly rates are discounted

- The Weekly Rate
5.5 x the Daily Rate
 - The Monthly Rate
20 x the Daily Rate
- Long term rental renters must make an appointment with the local Enterprise branch should they want their car cleaned during the rental period



Liability, Insurance & Accidents:

- **Collision Damage Waiver (CDW)** - CDW is to cover repair expenses to the rented vehicle and is included directly in the contracted rates for PASSHE and Bloomsburg University. Includes: full damage coverage of our rental car with no deductible, barring any contract violations
- **Personal Accident Insurance (PAI)** – An optional coverage for employees. University employees performing normal duties are covered by Workers Compensation policy. If the employee elects this coverage it is at their expense.
- **Supplemental Liability Coverage** – Included directly in the contract rates for PASSHE/Bloomsburg University. Provides third party liability coverage up to \$1 million. This coverage is primary, unless again contract violation.
- **Accidents** - If an accident/incident occurs with a rental vehicle that may result in a claim or potential claim, employees are to report the situation immediately to Enterprise and thereafter to their supervisor with copies to the Vice President for Administration and Finance. Written accounts of the incident and ensuing documentation are required.

Logistics

Roadside Assistance:

Enterprise Rent-A-Car provides emergency roadside assistance by calling 1-800-307-6666. This number is also printed on the rental agreement. *Additional fees may apply.*

Questions:

Questions or concerns regarding your rental vehicle should be directed to Enterprise Rent-A-Car.

Please call:

If vehicle delivered to campus: Bloomsburg Office – 570-784-8558

The phone number you need can also be found at the top of your rental agreement

If you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com



Using the Enterprise Website

ePlus Enrollment

ePlus membership creates a personal profile with Enterprise-Rent-A-Car including Driver's License information, phone number, address, etc. This information is stored to provide faster reservations for future rentals.

**Helpful for
frequent renters:
information is
stored & easily
accessible**



BLOOMSBURG UNIVERSITY

Vehicle Reservation Request Form [Select ▶](#)

Enterprise Rental Vehicle Guidelines [Select ▶](#)

Mileage Calculator [Select ▶](#)
Select if needed to determine car rental vs. mileage reimbursement costs.

ePlus Enrollment [Select ▶](#)
EPlus membership creates a personal profile with Enterprise Rent A Car including Driver's License information, phone number, address, etc. This information is stored to provide faster reservations for future rentals. Enroll today!

The Process:

STEP 1: Travel Approval Request Form (TAR)

STEP 1A: Mileage Calculator

STEP 2: Vehicle Reservation Request Form

(If travel approval granted)

STEP 3: Make Reservations

STEP 4: Travel Expense Request Form (TER)



STEP 1: Travel Approval Request Form (TAR)

- Users are required to complete a [Travel Approval Request Form \(TAR\)](#) prior to their trip;
- If traveling by vehicle the mileage calculator results must be attached (Step 1A);
- Route the TAR and mileage calculator for proper authorizations;



STEP 1A: Mileage Calculator

- Used as a budgetary tool to assist budget managers;
- Attach the mileage calculator to the Travel Approval Request form;
- Route for approval.

[Mileage Calculator Link](#)

STEP 2: Vehicle Reservation Request Form

- The Travel Approval Request form (TAR) has been *approved*.
- Traveler now needs to reserve either a University Owned vehicle or a Enterprise Rental vehicle;
- Complete the Vehicle Reservation Request form based on which type of vehicle is necessary;
- For University Owned vehicles forward the reservation form to the transportation office;
- For a Enterprise Rental Vehicle enter the reservation on the Enterprise website and forward short term vehicle reservation form to Accounts Payable or attach to the request in SAP Travel Management module.
- Accounts Payable will use this as approval for payment of the monthly Enterprise bill.

STEP 3: Making Reservations

- Use [Enterprise website](#);
- Chose between delivery to campus and pick up at Enterprise location;
- Trip number mandatory to complete reservation;

STEP 4: Travel Expense Request Form

- To receive reimbursement of expenses the traveler must complete a [Travel Expense Request Form \(TER\)](#);
- Attach the required documentation and receipts (signed and dated);
- Route the form and documentation for proper signature authorizations;
- Approved TER is then forwarded to the Accounts Payable office, Waller Rm 18;
- Accounts Payable audits, validates and processes the request for reimbursement to the traveler.

Subsistence Reminder:

- Subsistence covers meals and other subsistence expenses (taxes, tips, etc.);
- Subsistence **IS** an allowable maximum;
- Subsistence **IS NOT** an automatic allowance;
- Claim only actual expenses incurred; traveler must certify this on the Travel Expense Report:
 - Budget managers, at their discretion, may request receipts to ensure that amounts claimed are actual amounts expended up to the maximum;
 - If receipts for meals are requested for budgetary review, please maintain those receipts in the department. Do **NOT** include them with the Travel Expense Report that is forwarded to Accounts Payable for processing.

Best Practices:

- Include original receipts for all miscellaneous expenses (parking, tolls, taxi, etc.)(signed and dated);
- Provide justification when necessary;
- Plan ahead;
- Complete travel expense report in a timely manner;

BOG Policy:

- According to the BOG Policy 1986-07-A: Travel Expense Regulations:

F. Responsibility

The State System and a third party (e.g., professional organizations, governmental agencies) may share in the payment of travel costs as long as an employee is not reimbursed twice for the same costs. If an employee receives payment by a third party, the employee must reduce the amount of reimbursement requested from the State System by the payment received, or refund that amount to the State System.

Supervisors are responsible for reviewing and approving travel vouchers submitted by employees. Employees are responsible for insuring that expenses claimed on their travel reimbursement vouchers are proper and accurate. Careless, fraudulent, or negligent preparation of a travel voucher will require financial restitution and may result in disciplinary action. A traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.