

Business Practices

The Business Practices listed below should be followed to maximize cost savings.

CAR Rental Business Practices

Compare vehicle rental costs

Rental car types should reflect business need

Agencies/universities should monitor their car rental spending by reviewing monthly invoices and reports

Agencies/universities should investigate all fuel card purchase alerts

Direct billing charges should be validated against documentation for expenditures

Rentals at Jesse Hill Jr Drive location will include fuel charges. The renter's online receipt will show fuel.

Employees should follow their agency reimbursement policy for fuel vehicles rented from locations other than Jesse Hill Jr Drive. Receipts will not include fuel.

15 Passenger vans have been removed from the rental contract. Should an agency rent a 15 passenger van outside of the approved statewide contract, it is responsible for all damage or loss to the rental unit and/or the insurance for such damage or loss.

State employees should return the rented vehicles with the equivalent level of gas at the time of rental

Enterprise commercial fuel cards can ONLY be used to fuel vehicles under the Enterprise contract at Jesse Hill Jr Drive location.

Commercial fuel cards will not be used to fuel State vehicles.

State fuel

Rationale

Car Rental Cost Comparison

Enter information about your trip then compare your costs of renting versus using your personal vehicle.

Compact car usage, when possible, saves the state \$6 to \$10 per daily rental when compared to midsize and full-size vehicles.

Agencies/universities will have the most relevant information to investigate the use and abuse of car rental/fuel card purchases by its employees.

Agencies/universities can easily verify business need in light of fuel purchased

To avoid double payments for car rental expenses and prevent fraudulent activity.

As a courtesy to the contracted vendor and to assist vehicle processing flow.

Fuel cards are provided by Enterprise for rentals originating at the Jesse Hill Jr Drive location.