

Salt Lake Community College Policies and Procedures
BUSINESS SERVICES COLLEGE TRAVEL AND REIMBURSEMENT POLICY
CHAPTER 2
PROCEDURE FOR POLICY 9.01

Cabinet Approval: 08/02/2017
Date of Last Cabinet Review: 08/02/2017

IV.ALLOWABLE EXPENSE GUIDELINES

F. Rental Vehicles:

1. For local/in-state travel: Travelers should utilize vehicles from the College's motor pool, state motor pool, contracted car rental companies identified on the current STARR, or private vehicles.
2. For out-of-state travel: Rental vehicles must be arranged through the designated travel agency or directly with contracted car rental companies. The general policy for conference trips is that rental cars are not allowed unless specifically authorized by the supervisor as necessary to accomplish the business purpose of the trip. If authorized, the rental car and estimated cost should be included on the travel requisition to be formally approved. **A contracted rental car is only intended for use during the conference or business trip dates.** An employee desiring to extend a trip for personal reasons must obtain a separate rental car and not utilize a State contract for personal use.
 - a. In addition to the basic rental car rate for the most economical size vehicle needed, fuel purchases are also reimbursable. The detailed rental car receipt and fuel receipts must be retained and submitted with the Travel Settlement Voucher for reimbursement.
 - b. Note: by using a contracted rental car company identified on the STARR within the 50 states and District of Columbia, discount rates and insurance coverage are included in the rate quoted and insurance should not be purchased separately when the car is picked up. Other optional insurance (such as personal property) available on rental cars may be purchased at the traveler's option but this cost will not be reimbursed unless the optional insurance is approved in advance and purchased to protect College-owned equipment.
 - c. If rental car arrangements are not made through the contracted providers noted on the current STARR, or if the rental is outside of the 50 states and District of Columbia, the traveler must purchase both damage and liability insurance with the vehicle rental.

Car Rental Program Summary U. S.



Locations	US including Puerto Rico and District of Columbia		US including Puerto Rico and District of Columbia		MASOB Utah Office
Daily Rental Rates	Economy	\$31.61	Economy	\$31.61	39.61
	Company	\$31.61	Company	\$31.61	39.61
	Mid-Size	\$33.53	Mid-Size	\$33.53	41.53
	Standard	\$33.53	Standard	\$33.53	41.53
	Full-size	\$36.15	Full-size	\$36.15	44.15
	Premium	\$59.89	Premium	\$59.89	67.89
	Luxury	\$59.89	Luxury	\$59.89	67.89
	Minivan	\$54.26	Minivan	\$54.26	62.26
	Intermediate SUV	\$55.32	Intermediate SUV	\$55.32	63.32
	Standard SUV	\$55.32	Standard SUV	\$55.32	63.32
	Full-size SUV	\$85.48	Full-size SUV	\$85.48	93.48
	Premium SUV	\$96.30	Premium SUV	\$96.30	\$104.30
	Standard Pick Up	\$49.38	Standard Pick Up	\$49.38	57.38
	Full-size Pick Up	\$53.58	Full-size Pick Up	\$53.58	61.58
	Cargo Van	\$43.50	Cargo Van	\$43.50	51.50
	Convertible	\$70.40	Convertible	\$70.40	78.40
	Jeep 2DR	\$70.40	Jeep 2DR	\$70.40	78.40
	Jeep 4DR	\$70.40	Jeep 4DR	\$70.40	78.40
	Full-size Hybrid	\$47.84	Full-size Hybrid	\$47.84	55.84
	Standard Hybrid	\$47.84	Standard Hybrid	\$47.84	55.84
	Hybrid SUV	\$47.84	Hybrid SUV	\$47.84	55.84
	12 Passenger Van*	\$101.92	12 Passenger Van*	\$101.92	109.92
*Additional requirements, including but not limited to additional terms and conditions, shall apply to the rental of these classes of vehicles.					
Damage Waiver (DW)	Full Coverage (DW)				
Limited Liability Protection	Combined Single Limit of \$1,000,000.				
Mileage – Daily/Weekly Monthly	Unlimited Mileage				
Weekly/Monthly Rentals	Charged 5 times the Daily Rate and 20 times the Daily Rate				
Daily City Surcharges	\$6.00 in State of California and State of Texas \$7.00 in State of Vermont and Albany, NY \$10.00 in State of Alaska \$15.00 in Long Island, NY; Newark Airport; and Westchester, NY \$23.00 in New York City Boroughs; NY/NJ/CT Metro; JFK Airport and LaGuardia Airport				
One Way Pricing	All vehicle classes will be charged the Daily rate provided above		All vehicles classes will be charged the Daily rate provided above		
GPS	GPS \$11.95/day		GPS \$11.95/ day		
Young Renter	Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use.				

Car Rental Program Summary U. S. Long Term Rentals



Locations	Car Classes	31-90 days	91-160 days	161 + days
Daily Rental Rates	Economy	\$20.56	\$19.54	\$18.91
	Company	\$20.56	\$19.54	\$19.33
	Mid-Size	\$21.74	\$21.32	\$20.50
	Standard	\$21.74	\$21.32	\$20.35
	Full-size	\$23.52	\$22.45	\$21.66
	Premium	\$38.44	\$36.91	\$35.88
	Luxury	\$38.44	\$36.91	\$36.21
	Minivan	\$34.86	\$33.83	\$32.18
	Intermediate SUV	\$34.86	\$33.83	\$32.80
	Standard SUV	\$34.86	\$33.83	\$32.53
	Full-size SUV	\$54.64	\$51.90	\$50.58
	Standard Pick Up	\$31.78	\$30.24	\$29.29
	Full-size Pick Up	\$34.34	\$32.80	\$31.57
	Cargo Van	\$27.68	\$26.40	\$25.97
	Convertible	\$45.11	\$43.57	\$42.03
	Jeep 2DR	\$45.11	\$43.57	\$42.03
	Jeep 4DR	\$45.11	\$43.57	\$42.13
	Full-size Hybrid	\$31.12	\$29.57	\$28.63
Standard Hybrid	\$31.12	\$29.57	\$28.63	
Hybrid SUV	\$31.12	\$29.57	\$28.08	
12 Passenger Van *	\$65.02	\$61.76	\$59.81	

*Additional requirements, including but not limited to additional terms and conditions, shall apply to the rental of these classes of vehicles.

Damage Waiver (DW) Full Coverage (DW)

Limited Liability Protection Combined Single Limit of \$1,000,000.

Mileage – Daily/Weekly Monthly Unlimited Mileage

Daily City Surcharges \$6.00 in State of California and State of Texas
\$7.00 in State of Vermont and Albany, NY
\$10.00 in State of Alaska
\$15.00 in Long Island, NY; Newark Airport; and Westchester, NY
\$23.00 in New York City Boroughs; NY/NJ/CT Metro; JFK Airport and LaGuardia Airport

One Way Pricing All vehicle classes will be charged the Daily rate provided above | All vehicles classes will be charged the Daily rate provided above

GPS GPS \$11.95/day | GPS \$11.95/ day

Young Renter Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use.

Truck Rental Program Summary US

➤ DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA USING XZ47K68

SIPP CODE	VEHICLE CLASS	DAILY RATES	WEEKLY RATES	MOTHLY RATES	DAILY MILEAGE INCLUDED	WEEKLY MILEAGE INCLUDED	MONTHLY MILEAGE INCLUDED	MILEAGE CHARGES
DBOX	16' Box	\$75.00	\$375.00	\$1,625.00	0	0	0	\$0.13
FBOX	24' Box	\$80.00	\$400.00	\$1,735.00	0	0	0	\$0.13
GBOX	26' Box	\$90.00	\$450.00	\$1,950.00	0	0	0	\$0.13
OPAR	3/4 ton P/up 2wd	\$70.00	\$250.00	\$1,515.50	150	1,050	2,200	\$0.13
OQAR	3/4 ton P/up 4wd	\$75.00	\$375.00	\$1,515.50	150	1,050	2,200	\$0.13
UPAR	1 ton P/Up 2wd	\$80.00	\$400.00	\$1,735.00	150	1,050	2,200	\$0.13
UQAR	1 ton P/Up 4wd	\$85.00	\$425.00	\$1,840.25	150	1,050	2,200	\$0.13
UKAR	High-top Cargo	\$60.00	\$300.00	\$1,299.00	150	1,050	2,200	\$0.13
BCUT	12' Cutaway	\$75.00	\$375.00	\$1,625.00	0	0	0	\$0.13
DCUT	14-15' Cutaway	\$75.00	\$375.00	\$1,625.00	0	0	0	\$0.13
BSTK	12'-14' Stakebed	\$100.00	\$500.00	\$2,165.00	0	0	0	\$0.13
DSTK	15-16' Stakebed	\$100.00	\$500.00	\$2,165.00	0	0	0	\$0.13
FSTK	24' Stakebed	\$125.00	\$625.00	\$2,750.00	0	0	0	\$0.13
GSTK	26' Stakebed	\$125.00	\$625.00	\$2,750.00	0	0	0	\$0.13
SKAR	(DR) Cargo Van	\$52.50	\$262.50	\$1,136.63	150	1,050	2,500	\$0.13
RKAR	HD Cargo Van	\$52.50	\$262.50	\$1,136.63	150	1,050	2,500	\$0.13
GKAR	HD XL Cargo Van	\$60.00	\$300.00	\$1,299.00	150	1,050	2,500	\$0.13
JKAR	Mini Cargo Van	\$60.00	\$300.00	\$1,299.00	150	1,050	2,500	\$0.13
SPAR	1/2 ton P/up Standard	\$70.00	\$250.00	\$1,515.50	150	1,050	2,500	\$0.13
PPAR	1/2 ton P/up Full Size	\$75.00	\$375.00	\$1,515.50	150	1,050	2,500	\$0.13

Daily Rates

Based on a 24-hour billing cycle. The weekly rate will be calculated at 5 times the daily rate; for rentals of twenty-four through thirty-one consecutive days, the rate will be a monthly rate calculated at 4.333 times the weekly rate.

Mileage Charges

Rentals in the U.S. include free miles as set forth above. Any additional miles will be charged at the rate set forth above.

Inspection

Customer agrees to require its Eligible Renters to perform daily visual inspections on rental vehicles including but not limited to the inspection of headlights, running lights, brake lights, and turn signals, the identification and notation of damages and the checking and maintenance of all fluid levels and manufacturer recommended tire pressure. In the event a vehicle's ABS light is illuminated, the hub oil, if applicable, must be immediately checked. In order to obtain an accurate reading of the hub oil level, the vehicle must be on level ground with the wheels pointed straight. If, at any time, including during a daily inspection, it is determined that the hub oil is below the minimum level as indicated on the hubcap window or there appears to be a leak, Eligible Renter may not drive the vehicle and must have it towed to a repair shop designated by EAN or Affiliate.

Maintenance

Upon three (3) days' prior notification from EAN or an Affiliate, Customer agrees to make themselves and each vehicle available for the purposes of inspection and/or maintenance every thirty (30) days. An Affiliate or a contractor of Affiliate will perform preventative maintenance and warranty repairs, at Affiliate's expense. If preventative maintenance and/or repairs are required at a location other than Customer's offices, EAN or Affiliate will provide a replacement truck at no additional charge.

Coverage

Available at an additional cost

Car Rental Program Summary Canada



Daily Rental Rates	For rentals in Canada, the renting location from which the rental originates will apply a fifteen percent (15%) discount off the standard, undiscounted daily, weekly, and monthly rates charged at all the participating home city and airport Enterprise locations ("Rate Discount").	For rentals in Canada, the renting location from which the rental originates will apply a five percent (5%) discount off the standard, undiscounted daily, weekly, and monthly rates charged at all the participating home city and airport Enterprise locations ("Rate Discount").
Mileage – Daily/Weekly Monthly	Unlimited Mileage	
Damage Waiver (DW)	Available at an additional cost	
Liability	Each applicable Affiliate has arranged for motor vehicle liability insurance with an authorized insurer, to provide coverage in accordance with the standard automobile insurance policy, to at least the minimum limits for third party liability prescribed by the applicable province, territory or other jurisdiction.	
One-Way Rentals	N/A	N/A
GPS	GPS \$12.95 per day	GPS \$12.95 per day
Young Renter	Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use.	