

## Quick Reference Guide: Rental Car

**Rental Car** is classified as the expense for renting a vehicle. This is only an allowable expense when deemed necessary for business by the department. It is recommended that the employees go through OU Fleet Services to secure a rental vehicle when travel is within the state. Rental vehicles for travel outside of the state should be booked online through Concur. Note that a Comparable Airfare Quote is required to justify the cost of driving out of state instead of flying to ensure that a **Rental Car** is the most economical travel option. If an employee elects to rent a car on their own, it is recommended that they elect either Collision Damage Waiver “CDW” or Loss Damage Waiver “LDW” coverage. These elections would provide property damage coverage for the rental vehicle. Please use this guide to appropriately expense a **Rental Car**.

### Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

### Travel Card Charges

4. To expense a Travel Card charge, select **Add Expense**.



5. The available card charges will appear under the **Available Expenses** tab in the pop-up window.
6. Click the **box** to the left of the transaction and click **Add To Report** to pull the charge over to the expense report.

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| Payment Type                        | Expense Type | Vendor Details     | Date                                       | Amount     |          |
|-------------------------------------|--------------|--------------------|--|------------|----------|
| <input checked="" type="checkbox"/> | Travel Card  | Airfare            | DELTA AIR 0067674724735<br>Omaha, Nebraska | 11/18/2021 | \$467.40 |
| <input type="checkbox"/>            | Travel Card  | Agency Booking Fee | AGENT FEE<br>8900805382510                 | 11/18/2021 | \$5.00   |

7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Rental Car**.
9. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
10. Choose the **Rental Car** vendor from the drop-down **Vendor List**.
11. Justification for necessity of the **Rental Car** is required in the **Justification** field.
12. Additional information may also be entered in **Comments**.

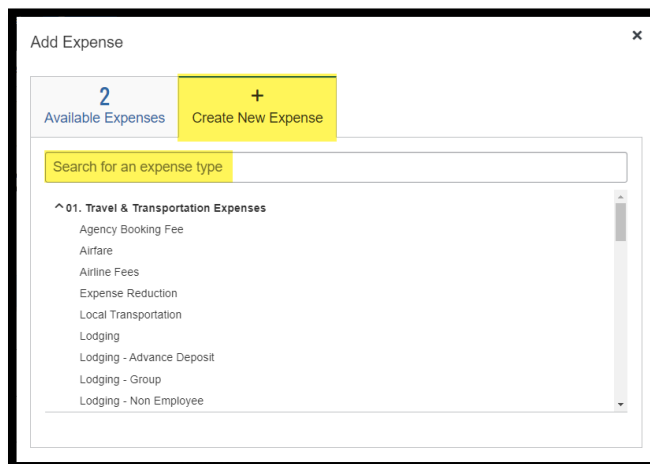
### Cash/Out of Pocket Charges

13. To expense a Cash/Out of Pocket charge, click **Add Expense**.

| Alerts                   | Receipt | Payment Type | Expense Type  | Vendor Details                               |
|--------------------------|---------|--------------|---|--|
| <input type="checkbox"/> |         | Travel Card  | Food/Beverage - Business Meal < 10 Attendees<br>Attendees (4) | PANERA BREAD #202812 O<br>Tulsa, Oklahoma    |
| <input type="checkbox"/> |         | Travel Card  | Food/Beverage - Business Meal 10+ Attendees<br>Attendees (25) | JIMMY JOHNS - 1524 - MOTO<br>Tulsa, Oklahoma |

14. Select the **+ Create New Expense** tab in the pop-up window.

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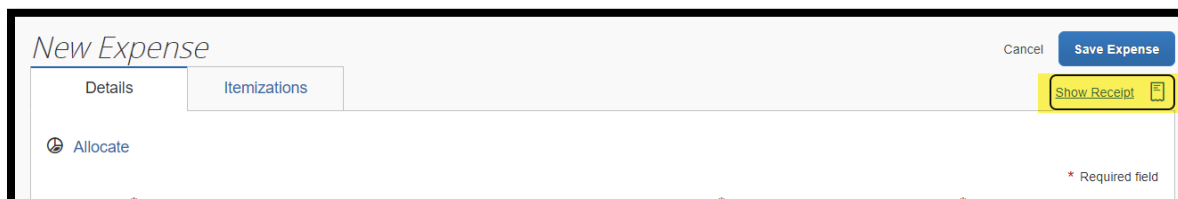


The screenshot shows the 'Add Expense' form. At the top, there is a search bar labeled 'Search for an expense type'. Below it, a list of expense types is displayed under the heading '^01. Travel & Transportation Expenses'. The list includes: Agency Booking Fee, Airfare, Airline Fees, Expense Reduction, Local Transportation, Lodging, Lodging - Advance Deposit, Lodging - Group, and Lodging - Non Employee. A yellow box highlights the 'Create New Expense' button at the top right of the form.

15. Either type in **Rental Car** in the **Expense Type** search bar or scroll through the list of expense types and select **Rental Car**.
16. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
17. Choose the **Rental Car** vendor from the drop-down **Vendor List**.
18. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.
19. Change the **Payment Type** to **Cash/Out of Pocket**.
20. Justification for necessity of the **Rental Car** is required in the **Justification** field.

### Receipts

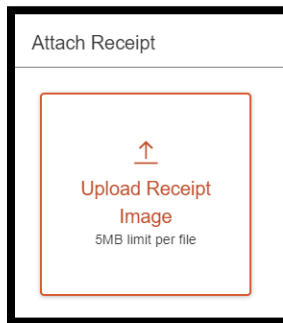
21. All **Rental Car** charges will require a receipt. Please note that the receipt must show the final amount charged, not an estimate. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt Image** to the right of the expense. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.



The screenshot shows the 'New Expense' form. At the top, there is a 'Cancel' button and a 'Save Expense' button. Below these, there is a 'Show Receipt' button with a document icon. The form also has tabs for 'Details' and 'Itemizations', and an 'Allocate' button. A red asterisk indicates a required field.

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22. A pop-up box will appear and you can click **Upload Receipt Image** to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select.



23. Click on the correct **receipt** and click **Attach**.
24. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.

### Additional Information

25. Please note that the standard **Rental Car** option is Economy class. If an upgraded class is chosen, justification for the upgrade must be entered in **Comments**.
26. Risk Management recommends purchasing from the **Rental Car** company vehicle physical damage insurance, commonly known as Loss Damage Waiver (“LDW”) or Collision Damage Waiver (“CDW”) offered by the rental company.
27. The cost of a rented vehicle used both for personal and business travel should be prorated for reimbursement of only the business portion of expenses. Additional days before/after the business days, car seats, additional drivers (non-business travelers), satellite radio, unnecessary upgrades, etc. must be excluded from the expense report or claimed as Personal/Non-Reimbursable. OU Policy will allow for navigation, roadside assistance, necessary upgrades, fuel options, etc. as deemed necessary for business by the department.