



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

TRAVEL

SUB-TOPIC

**TRANSPORTATION ALLOWANCE, Continued**

**Rental Automobiles**

An employee renting an automobile to conduct official University business, either in-state or out-of-state, is authorized reimbursement for the actual rental cost of the vehicle. The only item not reimbursable is personal accident, safe trip, or personal effects insurance. The employee may secure such coverage at his/her own expense.

The State of Texas has entered into an agreement for its agencies with Avis Rent-A-Car, Enterprise Rent-A-Car and Advantage Rent-A-Car System for the specific purpose of renting automobiles at favorable rates to all state employees.

These specially discounted state rates are available for business and personal use of faculty, staff and students. **Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW)** is normally included in the state rates when used for business rentals. After verifying CDW/LDW is included in the contract rate, **please "decline" CDW/LDW when using Avis, Enterprise, or Advantage.** The University's travel agency will be able to make reservations for you or you may phone Avis, Enterprise, or Advantage directly and identify yourself as "UT faculty, staff or student." Reference the Texas State Travel Directory for details. When you arrive at your destination to rent the vehicle, show your UT ID card.

In order to keep these rates, UT travelers are **REQUIRED** to use Avis, Enterprise or Advantage whenever possible. Exceptions may occur if Avis, Enterprise or Advantage has no rental location in the city, or if there are no cars available to rent. Reimbursement for business rental car expenses will not exceed the compatible rates of Avis, Enterprise or Advantage if another rental car firm is used.

If you are unable to utilize Avis, Enterprise or Advantage, please supply this reason on your travel (i.e., "Avis/Enterprise/Advantage was not available or located at XYZ city"). Reimbursement will be made to the level of comparable Avis/Enterprise/Advantage contract rate if no reason is supplied for the usage of another firm.

**NOTE:** If you have any questions or problems with the rental car firm, please contact the UTD Assistant Vice President for Procurement Management (Extension 2301) or Travel Coordinator (Extension 2606).