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](http://Travel.ou.edu) and login with your 4x4.
2. Click **Expense** from the main menu and either select + Create New Report or access an open report by clicking on the report name.

**Travel Card Charges**

3. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.
4. Click the box to the left of the transaction and click **Move** to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.
5. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Rental Car**.
6. 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.
7. Choose the **Rental Car** vendor from the drop-down **Vendor List**.
8. Justification for necessity of the **Rental Car** is required in the **Justification** field.
9. Additional information may also be entered in **Comments**.

**Cash/Out of Pocket Charges**
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10. To expense a Cash/Out of Pocket charge, click on **New Expense** at the top of the screen.

11. Either type in **Rental Car** in the **Expense Type** search bar at the top right of the expense report or scroll through the list of **All Expense Types** at the bottom right of the expense report and select **Rental Car**.

12. 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.

13. Select the rental company name by using the **Vendor List** drop-down.

14. Justification for necessity of the **Rental Car** is required in the **Justification** field.

15. Change the **Payment Type** to **Cash/Out of Pocket**. Please note that **Pending Card Transactions** should not be expensed until the transaction has posted. Please see the above section on **Travel Card Charges** for more information.

16. 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.

Receipts

17. All **Rental Car** charges will require a receipt. Please note that the receipt must show the final amount charged, not an estimate. Expenses that require a receipt will show a yellow exclamation point icon 🔴. Most rental companies will provide an e-Receipt (denoted with the e-Receipt icon 💻) for Travel Card transactions to satisfy the receipt requirement however, if the rental company 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**.

18. A pop-up box will appear and you can click **Browse** to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available in **Available Receipts**. Locate the correct receipt and select **Attach**.

19. Once the receipt requirement has been added, the icon will show a blue check box 🔄 indicating that the receipt requirement has been met.

20. Click **Save**.
Additional Information

21. 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**.

22. 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.

23. 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.