TechBuy Guidelines for Renting Cars on POs from National Car Rental

The following guidelines are intended to provide assistance for individuals entering requisitions for. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Please note, OP 79.13 Section 2.b, requires that only those persons whose names appear on the list of approved drivers will be allowed to drive a vehicle rented by the university. In order to become an approved driver, employees or students who expect to travel for TTU business and rent a vehicle in the university’s name should complete a Driver Approval Request, which can be downloaded at http://www.depts.ttu.edu/opmanual/OP80.07A.pdf. The form should be submitted to the Office of Risk Management (ORM) several days prior to the scheduled date of departure so that ORM can perform the annual information check.

1. In TechBuy, open the Vehicle Rental form. Click on the Enterprise Reservation Link at the top of the form.

2. Select the Business Use Direct Bill option for National. (This will open another window in your browser.)

3. Click on the Location Guide to complete the Pickup Location and then complete the Pickup Date and time and Dropoff Date and Time. Note, you do not have to have an Emerald Club membership to complete the direct bill reservation form. Click on the Continue button.
On the next screen, select the type of car, and then the following screen will provide you with the details and estimated cost.

Step 3: Select rental options and calculate total

<table>
<thead>
<tr>
<th>Required Fields</th>
</tr>
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<tbody>
<tr>
<td>Base Rate</td>
</tr>
<tr>
<td>(2) Time &amp; Distance ($35.50/Day)</td>
</tr>
<tr>
<td>Contract ID</td>
</tr>
</tbody>
</table>

Inclusive Rate Items
- Loss Damage Waiver Full: Included
- Additional Driver: Included
- Unlimited Miles: Included

For information on coverage products, ex. Loss Damage Waiver (LDW) click here

Subtotal: $71.00

Additional Drivers
- Rentals that require Additional Drivers must be completed at the National counter, or via Save Time.

Additional Items
- Greenhouse Gas Emissions Offset ($1.25/Rental): $0.00
- Infant Seat ($9.99/Day; $50.00/Max Amt): $0.00
- Child/Toddler Seat ($9.99/Day; $50.00/Max Amt): $0.00
- GPS Navigation Device ($11.99/Day; $59.95/Week): $0.00
- Roadside Plus ($4.09/Day): $0.00
- Upfront Fuel ($3.33/gal): $0.00

Subtotal: $0.00

Taxes, Surcharges and Fees
- Concession Recap Fee 11.11 Pct: $8.27
- Texas Reimbursement Fee 1.70/day: $3.40
- Motor Veh Rental Tax (10.0%): $8.27

Subtotal: $19.94

Estimated Total: $90.94

4. Confirm the details and then return to the TechBuy requisition. In TechBuy, complete the Vehicle Rental form:
   a. For **Quantity**, enter “1” (Don’t worry about trying to itemize the number of days; consolidate all charges into a single line item for ease of use.)
   b. For **Authorized Charges**, enter the total amount from the rental car reservation link (the circled amount shown above).
   c. For **Packaging**, enter “1”
   d. For **Product Description**, enter the type of vehicle you are renting and a brief description of the purpose and the city you are traveling to. For example, “Full size sedan for business trip to Austin” or “Minivan for student field trip to El Paso.”
   e. Under **Additional Information**, list each driver that will be driving the vehicle and the date you will be picking up the vehicle and the date you will be returning. Note, if there will be more than two drivers, list the drivers on a separate document and attach the document in External Attachments.
   f. On the left side of the screen, under **Purpose/Benefit Statement**, provide a statement about the purpose of the travel and how it benefits the university. This can be similar to the purpose/benefit statements used for online travel documents. This is also the field that should be used for explaining/justification for oversized vehicles, such as minivans or SUVs.

5. When you have submitted the TechBuy requisition, it will be assigned a requisition number. When you have the requisition number, please go back to the National reservation window, scroll to the bottom, and enter the driver’s first and last name and email address. (Be sure to enter your TechBuy requisition number since this is essential for billing purposes. It links the TTU PO to the National invoice when it is submitted for payment.) Click on Continue.

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The next screen will confirm the reservation, and “Ttu Purchasing” indicates that the charges will be direct billed to the university. Please print a copy of the reservation and attach it to the requisition as a comment.

**Important Notes:**
- Enterprise and National are owned by the same corporation, so the vendor on the requisition will be the same for both rental car companies.
• Be sure to make the reservation in the name of the person who will be picking up the vehicle. That person will be asked for a valid US-issued drivers license and if it does not match the name on the reservation, the vehicle will not be rented under this direct bill agreement.

• **Remember the university’s travel policies:**
  - If you rent anything larger than a full size sedan, you will need to justify the larger vehicle.
  - When picking up the rental vehicle, decline all optional insurance coverage and equipment and roadside assistance. **LDW/CDW and roadside assistance is included in the state contract, and PAI is not reimbursable.** It is especially important to make sure you decline this coverage when picking up a vehicle at an out-of-state branch, since they are not familiar with the State of Texas contract. The renter will be responsible for paying for optional insurance coverage or equipment that is not business related.

• National does not charge a drop-off fee for “one way” rentals returned here in Texas—a vehicle that is rented at one National branch and dropped off at another National branch here in Texas. There are one-way rental charges for vehicles returned to National locations outside Texas.

• When completing the requisition, please use standard travel account codes as applicable. Some of the more common account codes used are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7B0005</td>
<td>In-State Auto Rental</td>
</tr>
<tr>
<td>7B1005</td>
<td>Out-of-State Auto Rental</td>
</tr>
<tr>
<td>7B5004</td>
<td>Prospective Employee Auto Rental</td>
</tr>
<tr>
<td>7B6002</td>
<td>Student Group Travel Field Trip</td>
</tr>
<tr>
<td>7B7003</td>
<td>Participant Other Allowable</td>
</tr>
</tbody>
</table>

  - Rental for TTU employees or students
  - Rental for TTU employees or students
  - Rental for Prospective Employee
  - Rental for Student Group Trips
  - Rental for non-employees on official TTU business

• A purchase order may be used only for official TTU business travel. It cannot be used by employees taking personal leave during a business trip.

• The rental vehicles will be paid on a purchase order, so don't claim the vehicle on your travel voucher. However, if you have to buy gas for the rental vehicle, Travel Services will need to know that the rental vehicle has been placed on a PO. So when you claim the gas expense, you should note something like “Gas for rental vehicle on PO123456.”

• Standard receiving rules will apply to vehicles rented on a purchase order, so you must do a receiver for vehicles on state FOPs (beginning with 11 or 12) and SPAR funds (beginning with 21, 22 or 23).