



# Owl Trek Breaking News

NEWS FROM TRAVEL / FINANCE & ACCOUNTING

November 2014

Attention KSU Travelers

From: Rochelle Gross, Travel Manager

Office of Finance & Accounting - [travel@kennesaw.edu](mailto:travel@kennesaw.edu)

Travel Hotline: 478-570-4394

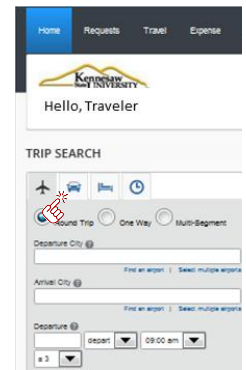
## RENTAL CAR REMINDERS!



Travel has recently received a number of questions and addressed several situations regarding booking and reporting rental cars. So, we thought this would be a good time to deliver key information via this edition of Owl Trek Breaking News.

### Road Trip Assessment - Determine the most economical way

Travelers are responsible for securing the lowest cost available among contract rental vendors at the time of booking. The traveler must consider all reasonable associated factors, including rates, delivery time, distance and mileage, etc. As a "rule of thumb", if your road trip is 100 miles or more, you should compare the costs of renting a vehicle with the cost of using personal car mileage. To assist with this assessment, use the [Rental Car Cost Comparison](http://ssl.doas.state.ga.us/vehcostcomp/) from the DOAS website: <http://ssl.doas.state.ga.us/vehcostcomp/>. A rental car should be used when the comparison results have determined it the most economical form of transportation. Once the assessment is completed, please upload a copy of the comparison results to your travel expense report.



### Mandatory State Contracted Vendors

The State has mandatory statewide contracts with specified car rental vendors. These vendors and contracted car rental rates are automatically provided in the TTE booking system. Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance is included in the statewide contract at no additional cost. Therefore, please **DECLINE** any additional coverage. Contracted vendors are:

**Hertz.**

Hertz is the mandatory state contract vendor for all AIRPORT locations, including Atlanta and all in-state and out-of-state rentals. *Add the total receipt amount to the travel expense report.*

Collect Copy of your Receipt at this site: <https://www.hertz.com/rentacar/receipts/request-receipts.do>

**enterprise**

Enterprise is the mandatory state contract vendor for all in-state/non-airport locations. *Add the basic rental amount only to the travel expense report and decline insurance fees and surcharges.*

Collect Copy of your Receipt at this site:

[https://www.enterprise.com/car\\_rental/ticketReceiptRequest.do](https://www.enterprise.com/car_rental/ticketReceiptRequest.do)

**Effective Immediately per the Board of Regents' Business Policy Manual Section 4.7.7:** If it becomes necessary to rent a vehicle outside of the contract, please **ACCEPT** the additional coverage that addresses loss or damage to the rental vehicle.