

Short-term Car Rentals

The University has car rental agreements for Hertz, Enterprise, and National. These rental agreements, for official University business, are available through Connexus, UC's Travel Program Portal, and offer value added benefits that include insurance coverage at no additional charge as well as honoring current promotional pricing available outside of our contract. The list below provides steps and consideration to take before arranging a rental car and obtaining reimbursement.

- Must have a valid credit card and driver's license
- Arrange rental car at least 24 hours in advance
- **Rental cars cannot be prepaid via PO. Arrangement of rental in Connexus portal will only reserve the rental. Traveler is responsible for providing credit card at time of rental.**
- If arranging rental via phone or outside the Connexus portal ensure to provide UCR Location ID: <http://accounting.ucr.edu/travel/ucagree.html>
- Understand the terms of rental agreement such as afterhours drop-off times, gasoline charges, and insurance coverage
- Department SAA establish Travel Role for UCR iTravel System
- Department Travel Coordinator ensure establishment of Connexus travel profile
- Reimbursements are processed through iTravel for amounts not exceeding the rental agreement rates. Receipts must be provided
- Allow 10 business days from the date Accounting receives the approved iTravel reimbursement request for processing

Privately-Owned Car Reimbursement

Employees may use their privately-owned car for official University business and be reimbursed for mileage at the approved rate (gasoline expense is included in the reimbursement rate). The list below provides steps and consideration to take before obtaining reimbursement.

- Must have a valid driver's license
- Have at least minimum prescribed automobile liability insurance limits: <http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=900-45>
- In the event of an accident, the employee's automobile liability insurance is primary; the University's self-insurance is secondary
- Department SAA establish Travel Role for UCR iTravel System
- Reimbursements are processed through iTravel for amounts not exceeding the current allowable mileage rate
- **Advance approval is required for use of private vehicle for personal reasons when airfare is the normal means of transportation.**
- Maintain a mileage log containing name, dates, times, location of destination, and the purpose of the trip.
- Allow 10 business days from the date Accounting receives the approved iTravel reimbursement request for processing

