

## RENTAL CARS

A Lamar University employee is entitled to be reimbursed for the cost of renting a vehicle to conduct state business. The reimbursement includes all applicable taxes and mandatory charges. It also may include a charge for a collision damage waiver or a loss damage waiver if not already included in the contracted rate for the rental. A charge for a liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance is not reimbursable. **State contracted rental car agencies must be used where available** as they include a “Loss/Damage Waiver” in the contract rental car agreement. If a state contracted agency is not used, a reason must be given as to why to be able to claim a loss/damage waiver reimbursement. When contracting with a state-contracted rental agency, request the State of Texas Contract Rate by providing the assigned state agency identifier number. (See “Rental Car State Agency Identifier Number” on LU Travel webpage. Lamar University employees are allowed to rent up to a full-size rental. Any rental category greater than that must be due to extenuating circumstances and must be approved by the travel department or appropriate University Vice President prior to rental.

### Receipt Requirements

For a Lamar University employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A receipt issued by the rental company serves this purpose.

The receipt must include the following:

- The name of the rental company, and
- The name of the employee renting the vehicle, and
- The starting and ending dates of the rental, and
- An itemization of expenses incurred, and
- Proof of payment.

A receipt that has been altered by anyone other than the entity issuing the receipt is unacceptable. A receipt to which additional information has been added is considered unaltered if the information does not conflict with the original information on the receipt.

If the individual listed on the receipt is different than the Lamar employee listed on the travel voucher, the supporting documentation must include proof that the employee paid the expenses for which he or she is claiming reimbursement. The proof may be in the form of a credit card slip or billing, a canceled check or a receipt from the individual listed on the receipt.

Additional information regarding Car Rental may be found on the Texas Comptroller’s website.

<https://comptroller.texas.gov/purchasing/programs/travel-management/rental/>

<https://comptroller.texas.gov/purchasing/programs/travel-management/rental/information.php>