There is a **Mandatory Contract** for the use of rental cars and all rentals are **billed directly to the College**.

**Hertz and Enterprise Leasing** are the rental car suppliers:

- **Out of state rentals** should be through **Hertz**
- **In-state rentals** should be through **Enterprise or Hertz**
- A purchase requisition should be submitted for the rental vehicle. In the description, show the traveler’s name and the destination location [ex: J Smith – Albany, GA]. Once the requisition is approved, Logistical Services notifies the requestor with the purchase order [PO] number.
- Give the PO number to Hertz or Enterprise at the point of reserving the vehicle.
- No out of pocket expense is required for rental car usage – through statewide contract [Hertz or Enterprise]. **NOTE: Refueling the vehicle is not covered in the contract and is a reimbursable out-of-pocket expense. Be sure to attach the gas receipt to your expense report.**
- If you cannot rent from Hertz or Enterprise Leasing, you must submit a justification supporting the deviation [i.e., verification that vehicle is not available through contract, emergency].
- Logistical Services must review all deviations to ensure rental car reimbursement.
- Logistical Services [678.891.3325] should be contacted for specifics involving the Mandatory Contract for Car Rental.
TEM Sessions include info for Submitters and Approvers

- As a submitter, you can take advantage of TEM upgrades when submitting reports that include: not having to send printed expense reports to AP for payment processing.

- As an approver, you can initiate budget checking a report and review budget check errors.

- You can request a TEM session tailored to your needs.

- A TEM session for you and your colleagues is available [minimum group of 5, preferred] at Request for TEM SESSION

Helpful links:

Click September 2014 for details on which expenses can be reimbursed before you take the trip

Things to remember ...

- Click on this link for TEM Quick Reference Submitters. It provides details on how to create an Expense Report with the 9.2 Upgraded Travel and Expenses Module [TEM].

- Attach a copy of your approved FY2016 Local Travel Authorization Form with each submitted local expense report.