
Policy: MEMORANDUM – Preferential Use of Rental Vehicles for Travel AMENDED

Number: 03.13.01

Approval Date: June 20, 2013

Revision Dates: July 18, 2013

Section: Business Affairs

Area: Travel

Subject: Use of Rental Vehicles and Personal Vehicles for Business Travel

To Department Chairs and Department Administrators
Susan Williamson, Tom Pilgreen, Susan Long, Bill Woodell

From Douglas Murphy, Dean

Subject Effective July 1: Preferential Use of Rental Vehicles for Travel - AMENDED

Date July 18, 2013

This memorandum amends the June 20, 2013, memorandum on the same topic. The amendment is underlined and in bold type below.

In an effort to be good stewards of travel funds, please adhere to the following guidelines on the use of rental and personal vehicles:

Effective July 1 – When traveling by automobile for official purposes, arrange for rental vehicles when the cost of the rental vehicle and gasoline is less expensive than paying mileage for a personal vehicle. In general, the “break-even” point for a one-day trip is approximately 160 miles. That is, for day trips totaling 160 miles or more, the cost of a rental vehicle and gasoline will be less expensive than mileage for a personal vehicle.¹

If travelers plan to use their personal vehicles for official travel, chairs and administrators must (1) demonstrate that the personal vehicle is the less expensive option and/or (2) justify the use of the personal vehicle on other grounds, e.g., unreasonable inconvenience, etc.

Alternatively, if a traveler prefers to use a personal vehicle when the cost for the rental vehicle and gasoline is less expensive, the department may submit a request for reimbursement up to the amount of the rental vehicle.

Travelers are not expected nor required to use their personal vehicles for business travel even if that is the less expensive option.

As you know, all vehicle rentals for UAMS must be made through Enterprise. The Enterprise Business Rental Program website provides a useful trip optimizer at http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UAMSALR. Note that insurance coverage is automatically included with Enterprise rentals for UAMS official travel.

Another helpful form is the UAMS Business Travel Calculation Worksheet, found at <http://intranet.uams.edu/finance/travel/BNTravelExpenseWorksheetComb.pdf>.

¹ Based on the following assumptions: Vehicle rental of \$45 per day; fuel cost of \$3.50 per gallon; vehicle mileage of 25 miles per gallon; reimbursement for personal vehicle of \$0.42 per mile.