

# **RENTAL VEHICLES PROCEDURES**

## **MEMORANDUM**

TO: Recipients of Cabinet Digest

FROM: Ms. Sandy Rupp, Asst to the President

DATE: June 4, 1993

SUBJ: Rental Vehicles

Please note the following procedures in the use of rental vehicles. This is a modification to the cabinet policy distributed on March 8.

Effective April 1, 1993, the state no longer has a contract for car rental. Therefore, it may be possible for a traveler to justify renting a vehicle rather than using their personal vehicle or an agency motor pool vehicle.

Procedures for out-of-state travel are as follows: The traveler must check first with the state travel agency, Bryan World Tours (1-800-748-7400). If Bryan World Tours cannot secure a vehicle for less than the traveler's arranged price, the traveler can inform Bryan World Tours of the lower price and ask them to secure that agreement. In essence, the rental contract must be negotiated through Bryan World Tours. The traveler must demonstrate any savings by written justification on the Travel Payment Voucher submitted for payment.

Procedures for in-state travel are as follows: It is acceptable for the traveler to negotiate a rental agreement if the cost is less than that of an agency car pool vehicle. The traveler must demonstrate any savings by written justification on the Travel Payment Voucher submitted for payment.