

## **Enterprise Car Rental vs. Mileage Reimbursement**

Any time you are traveling for SUNY Orange you should compare rental car cost & gas to mileage reimbursement, then, travel the most economical way to receive reimbursement.

SUNY Orange has a state contract rate agreement with Enterprise rent-a-car. On the (P) drive please find contract rates for vehicle rental.

Renting a vehicle including the gas used must be less money than the current mileage reimbursement of 56 Cents per mile.

*For example:* Your travel plans are for 282 miles. A full size rental vehicle will use about 12 gallon of gas for the 282 miles.

1 gallon of gas is approx. \$4.00. Renting the vehicle will cost  $12\text{gal} \times \$4 = \$48.00 + \$35.26$  rental cost for a Full size car = \$82.41 for a 282 mile trip.

Map quest is another way to determine estimated fuel cost.

Mileage re-imbursement  $282 \text{ miles} \times .56 = \$157.92$ .

The rental vehicle and gas is cheaper than the mileage re-imbursement.

### **Things to remember when using Enterprise rent-a-car:**

Submit the Seminar/Conference Authorization form with your supervisor's signature and an authorized purchase requisition to the business office.

**Please give the business office five days lead time.** A Purchase Order will be submitted to the Enterprise rental office of your choice. We would like the PO to be at the rental office before you pick up the car.

Use the "College" Enterprise billing account number for College travel:  
Contract ID: XZ24Q76 & Billing # 16789613.

Reserve the vehicle at least 24 hours in advance, New Hampton's phone branch is 845 374 5010. You can use any Enterprise that is closest to you.

Bring your license with you to the rental branch.

Fill up the rental vehicle with gas before returning vehicle (Enterprise will charge a surcharge if they have to fill the vehicle with gas and it will not be paid by the college) Send your receipt to the Business Office.

*\*\*\*For personal/leisure travel college employees can use account number, XZ24Q77 to obtain a discounted car rental price charged to your personal credit card. Safe Travel!*

