


- Reservations should be made through Aggie Travel.
- Travelers are expected to use the UC system-wide agreements whenever possible. Request at the time of booking.
 - Intermediate upgrades are free under UC agreements.
- UC Agreements automatically include required auto insurance.
 - Any purchase of additional insurance is not reimbursable.
- Link to Car Rental Agreements:
 - <http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html>
- Campus policy requires that travelers rent economy or compact cars. Complimentary or free upgrades are allowed and the economy expense will still be reimbursed.
- Rental cars paid by points or rewards are not reimbursable.

How to enter a rental car expense into an expense report:

Select expense type "Rental Car"

01-Travel Expenses
Airfare
Airfare, Additional Fees
Car Rental
Gas or Fuel
Ground Transportation
Group Airfare
Mileage - Google Maps
Mileage Log
Travel Agency Fees



New Expense	
Expense Type Car Rental	Transaction Date 1
Business Purpose	Class of Service (Auto) 2
Vendor 3	City of Purchase 4
Optional Insurance Amount	Payment Type Out of Pocket
Amount 5 USD	Comment

Expense Type Car Rental	Transaction Date 04/15/2017
Business Purpose	Class of Service (Auto) 1. Compact/Economy/Interme
Vendor 1. Hertz	City of Purchase Sacramento, California
Optional Insurance Amount	Payment Type Out of Pocket
Amount 43.84 USD	Comment

Enter:

- 1) Transaction Date
- 2) Class of Service
- 3) Vendor
- 4) City of Purchase
- 5) Amount

Travel Test Delete Report

Import Expenses Details Receipts Print / Email

Expense Type	Amount	Requested
Car Rental	\$43.84	\$43.84
1. Hertz, Sacramento, California		

TOTAL AMOUNT: \$43.84 TOTAL REQUESTED: \$43.84

Expense: 1 Compact/Economy/Interme

Vendor: 1. Hertz City of Purchase: Sacramento, California

Optional Insurance Amount: Payment Type: Out of Pocket

Amount: 43.84 USD Comment:

If fuel is purchased with the car rental company, which must be pre-approved by a program contact, the expense will need to be itemized. Select "itemize" instead of save at this step.

Use the drop down menu and select "Gas or Fuel"

All fields will auto populate except for amount.

Total Amount: \$43.84 |

Expense Type

- 01-Travel Expenses
 - Airfare
 - Airfare, Additional Fees
 - Car Rental
 - Gas or Fuel**
 - Ground Transportation
 - Group Airfare
 - Mileage - Google Maps

Total Amount: \$43.84 | Itemized: \$0.00 | Remaining: \$43.84

Expense Type: Gas or Fuel Transaction Date: 03/04/2017

Business Purpose: Enter Vendor Name: 1. Hertz

City of Purchase: Sacramento, California Payment Type: Out of Pocket

Amount: Comment:

Fill in expense amount and click "Save".

Repeat steps for expense type car rental for the remaining amount.

Total Amount: \$43.84 | Itemized: \$11.00

Expense Type

- 01-Travel Expenses
 - Airfare
 - Airfare, Additional Fees
 - Car Rental**
 - Gas or Fuel
 - Ground Transportation
 - Group Airfare

Total Amount: \$43.84 | Itemized: \$11.05 | Remaining: \$32.79

Expense Type: Car Rental Transaction Date: 03/04/2017

Business Purpose: Class of Service (Auto): 1 Compact/Economy/Interme

Vendor: 1. Hertz City of Purchase: Sacramento, California

Optional Insurance Amount: Payment Type: Out of Pocket

Amount: 32.79 USD Comment:

Click save to return to the main expense page.

The yellow circle below the date of the expense indicates a receipt is required for this expense. Once the receipt is attached the yellow will change to blue.

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/15/2017	Car Rental 1. Hertz, Sacramento, California	\$43.04	\$43.04

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/15/2017	Car Rental 1. Hertz, Sacramento, California	\$43.84	\$43.84

Check the box on the far left side of the expense and then select “Attach Receipt”.

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/15/2017	Car Rental 1. Hertz, Sacramento, California	\$43.84	\$43.84

Expense

Expense Type: Car Rental | Transaction Date: 04/15/2017

Business Purpose: | Class of Service (Auto): 1 Compact/Economy/Interme

Vendor: 1. Hertz | City of Purchase: Sacramento, California

Optional Insurance Amount: | Payment Type: Out of Pocket

Amount: 43.84 USD | Comment:

Buttons: Save, Itemize, Allocate, **Attach Receipt**, Cancel

Receipts can be attached two ways:

If the receipt was already scanned in or upload into the system it will be in the available receipts screen. Choose the matching receipt and click “Attach”

Attach Receipt [X]

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.
No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading: [Browse]

No file selected

Or choose an image from your Available Receipts.

Available Receipts [Attach]

- [Thumbnail of receipt: Sodexo #207612 10-5-2016]

A receipt can also be added by uploading an image or document from a file. Select "Browse" in the "File Selected for uploading" section. Choose the document and click open. The file will now show up under "File Selected for uploading". Navigate to the document you want and open it.



Click "Attach" which will take you back to the report page. This expense show the blue circle with the paper indicating the receipt has been successfully attached.

Reminder

Optional insurance is not reimbursable. When a car is rented under the UC Davis contract rate (requested at the time of reservation) insurance is included. Also try to book rental cars via BCD in Aggie Travel or request the contract rate when booking directly with the vendor.