

Michigan State University (MSU) Rental Vehicle Policy is available in the MSU Manual of Business Procedures: Section 70 Travel Policies & Procedures: Transportation Policies and Procedures: Rental Vehicles: <http://ctrl.msu.edu/combp/mbp70EBS.aspx#150> and at <http://ctrl.msu.edu/COTravelNew/ReimbursementChart.aspx>.

Below are highlights of the policy that apply to MSU Business Travel, including rental of vehicles for candidate travel in connection to a recruiting effort; additional information is available as noted above. Questions should be addressed to the MSU Extension district support staff member assisting with scheduling and necessary travel.

- It is encouraged to use National Car Rental or Enterprise Rent a Car whenever possible. MSU is part of a Big Ten Agreement which includes coverage for damage to the rental vehicle and auto liability at no additional charge.
- Car rental insurance, including Collision Damage Waiver (CDW) and Liability, are not reimbursable from the University. Therefore, MSU encourages reservations be made through Conlin Travel who will ensure the Big Ten Agreement is applied to the reservation.
- Rental cars should be standard size or smaller class when available. If standard size or smaller class is not available, contact the MSU Extension district support staff member for additional assistance.
- An Itemized receipt including travelers name, rental dates, rate, rental car class, and total amount paid is necessary for reimbursement. The rental agreement with estimated charges is not the final receipt.
- When utilizing rental cars, travelers may purchase fuel service options as long as the traveler is charged for gallons used and **not for a full tank**. Gas receipts providing gas for a rental car are allowed.