



The March 2014 BRC Blast of the Month



How do I know when it is appropriate to rent a car?

Ask yourself the question: Would I get a rental car if I were traveling at my own expense? If the answer is no, you probably shouldn't be renting a car at UC's expense.

As we all know, travel policy G-28 states that transportation expenses shall be reimbursed based on the **most economical mode of transportation**. So you should only rent a car when it makes economic and business sense. Please compare alternatives before you travel. For instance:

- At a multi-day conference or meeting, it is often more economical to share a taxi or take a shuttle to your hotel than to rent a car, as the cost can really add up once you factor in the additional expense of parking and gas.
- When taking a day trip to Merced however, it usually is more economical to rent a car, rather than to drive your own personal car.

How do I rent a car for UC business travel?

- Rent from one of UC's preferred vendors: National, Hertz or Enterprise.
- Use the UC corporate ID when renting ([Connexus](#) will automatically use these IDs):
 - Enterprise XZ23CO3
 - Hertz 1782575
 - National 5026032
- Rent a compact, economy or intermediate class of car unless there is a valid **business** reason for a larger vehicle.

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