Enterprise Quick Reference

* Vehicle Rental Size
	+ Only the cost of an economy, compact, intermediate, or standard vehicle is reimbursable, unless:
		- 1. Non-availability is documented; or
		- 2. The vehicle will be used to transport more than two persons.
		- 3. If a larger vehicle is necessary to carry equipment or multiple passengers, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the need. The file must include a justification approved by the department head or his/her designee.
		- For vehicle upgrade request: see Request for Rental Vehicle Upgrade at https://www.ulm.edu/controller/travel.html
	+ Always check the receipt when turning in the vehicle to make sure the correct amount was charged and **TAXES** were not applied.
		- Economy & Compact --$34.65
		- Intermediate & Standard --$36.48
	+ Make sure the gas gauge is the same as when you picked it up and that there are no gas charges on the receipt.
* Quick check for receipt:
	+ Correct vehicle size/charge
	+ NO TAXES
	+ NO GAS

As a reminder, the controller’s office will not cover charges that aren’t allowed.