How to Enter Rental Cars Only Expense

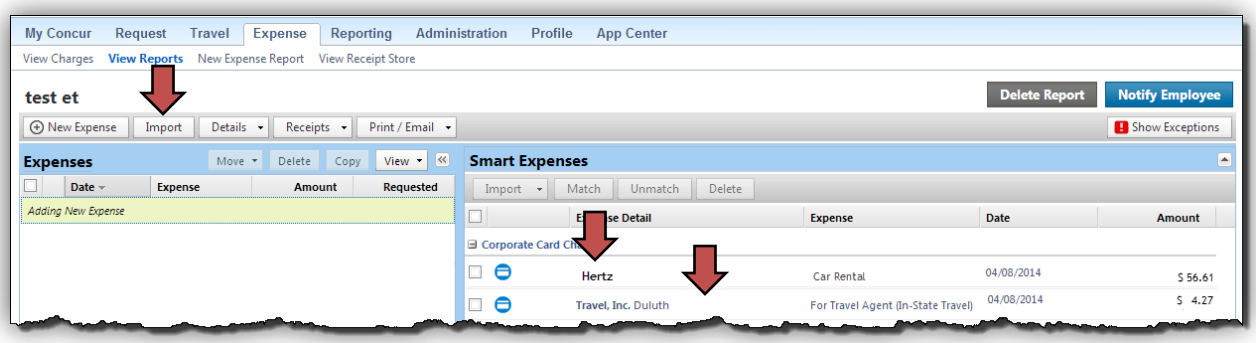
When entering Car Rental Expenses there three new required fields: the Average Daily Rate, the number of days the vehicle was rented, and the car class. Required fields must be entered or verified whether the expense has been imported as a Company Paid Smart Expense or manually entered as an out of pocket Rental Cars Only Expense.

Open an existing Expense Report or create a new Expense Report

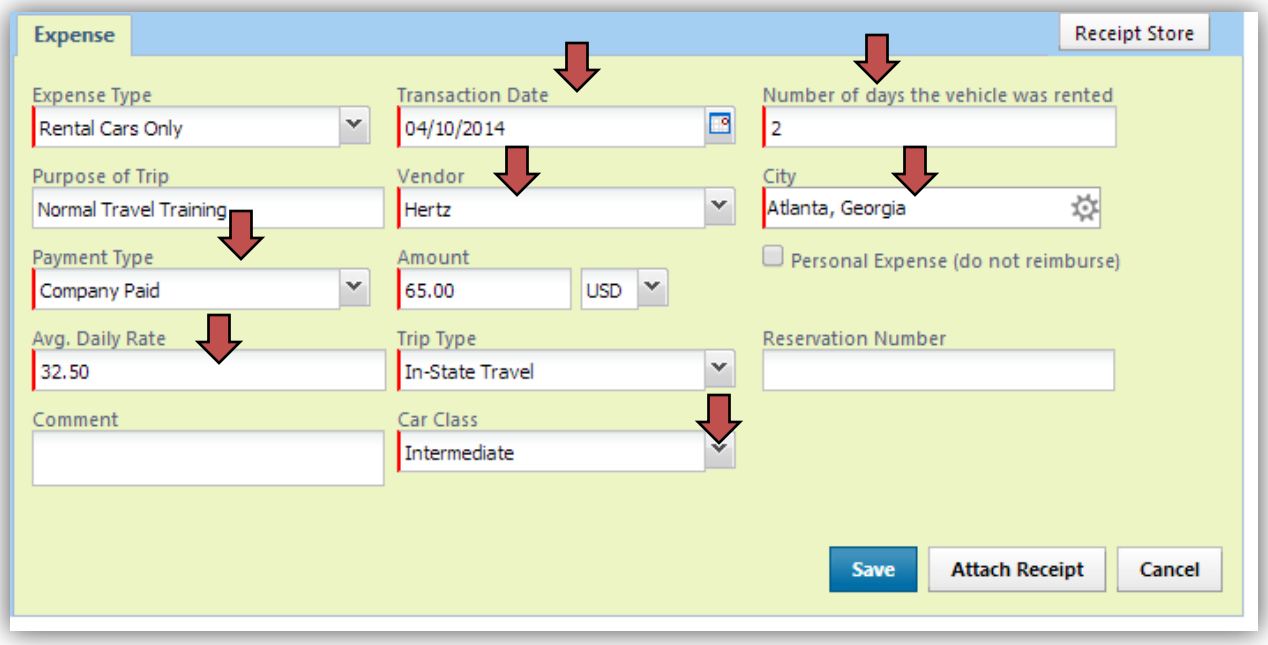
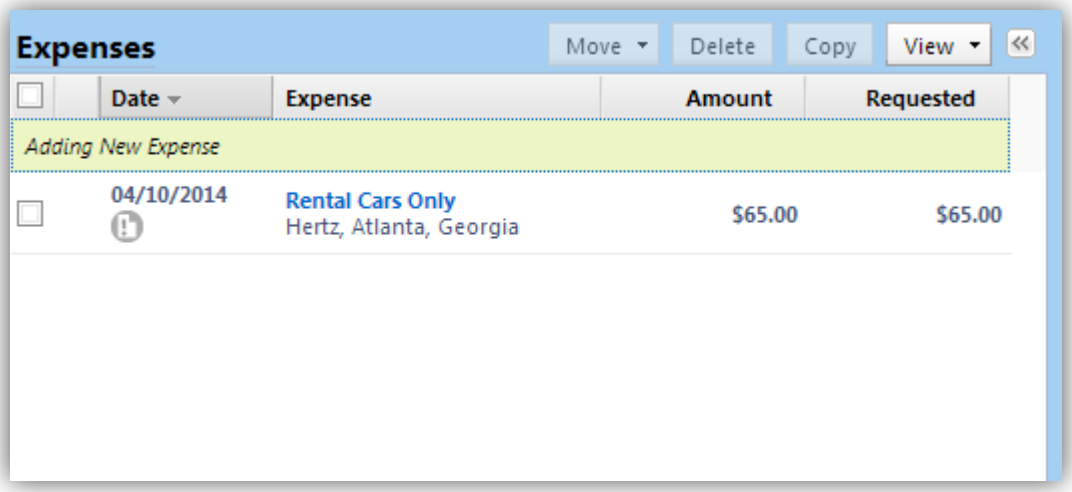
- Import the Car Rental Smart Expense and any associated Travel Agency Fees into the Expense Report and open the Rental Car Only expense.
  - When you import Rental Car Smart Expenses some of the data fields will be automatically populated from the Reservation Information.

OR

  - If your expense was for an off airport out of state Rental Car Vendor or was not a Hertz or Enterprise rental, select **Rental Cars Only** from the Expense Types.



- Click on the **Transaction Date** field and verify or add the date of the transaction (invoice date). Use the calendar icon or enter MM/DD/YYYY.
- Enter the number of days the vehicle was rented in the **Number of days the vehicle was rented** field**.**
- Verify or select the vendor from the **Vendo**r dropdown list
- Verify or enter the city the car was rented from. (i.e. Moultrie, GA) in the **City** field.
- Verify the **Payment Type.** If the vendor was Hertz or Enterprise this should be ***Company Paid***, for any other vendor it should be ***Out of Pocket***.
- In the **Amount** field, verify or enter the total amount on the car rental receipt.
- <u>Calculate</u> the Average Daily Rate by dividing the amount in the **Amount** field by the number entered in the **Number of days the vehicle was rented** field and then enter the result in the **Avg. Daily Rate** field.
- Select the **Car Class** from the field dropdown.
- Click **Save**



The expense will then be recorded in the Expense Report.