



# How to Enter Hertz Rental Car Expenses Including a Refueling Charge

(Capitol Hill, Atlanta, GA Location ONLY)

Receipts for vehicles rented from Capitol Hill in Atlanta may include some or all of the fuel charged to the Fuel Card provided with the vehicle from this location. This amount is included in the Hertz billing to the agency. This expense must be accounted for after the Expense is imported into an expense report. To track the items correctly you will need to itemize this expense.

1. Import the Expense for Rental Cars into an expense report as usual

The screenshot shows a software interface for managing expense reports. At the top, it says 'Exp Rpt Basics-Sept-Oct'. Below this are navigation options: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. There are two main tables: 'Exceptions' and 'Expenses'. The 'Exceptions' table has columns for Expense, Date, Amount, and Exception. It lists three items: a Hotel for \$0.00 with an error message about itemizations, and two Rental Cars for \$90.00 each, one with a warning about the transaction date and another with a missing required field. The 'Expenses' table has columns for Date, Expense, Amount, and Requested. It lists three items: a Hotel for \$0.00, Rental Cars for \$90.00, and a travel agent fee for \$4.27. A red arrow points to the 'Rental Cars Only' item in the 'Expenses' table. At the bottom, there are totals for 'TOTAL AMOUNT' and 'TOTAL REQUESTED', both at \$94.27.

Expense	Date	Amount	Exception
Hotel	09/11/2015	\$0.00	Itemizations are required for this entry.
Rental Cars Only	09/02/2015	\$90.00	The Transaction Date is Greater than 30 days old. Ple
Rental Cars Only	09/02/2015	\$90.00	Missing required field: Number of days the vehicle was

Date	Expense	Amount	Requested
09/11/2015	Hotel Ocean Plaza Hotel, Savannah, G	\$0.00	\$0.00
09/02/2015	Rental Cars Only Hertz, Atlanta, Georgia	\$90.00	\$90.00
09/02/2015	For Travel Agent (In-State Tra) Travel Inc, Atlanta, Georgia	\$4.27	\$4.27

TOTAL AMOUNT: \$94.27  
TOTAL REQUESTED: \$94.27

2. Click on the **Rental Cars Only** item to open the expense item
3. Enter any missing required fields
  - a. The total amount of rental car receipt including any fuel is populated from the import
    - i. Verify total
      1. Daily Rate + Daily Vehicle License Recovery Fee x # of days rented + Fuel Charge
  - b. Enter *Number of days the vehicle was rented* if not populated

- c. Calculate and enter the *Avg. Daily Rate*
    - i. Divide the amount *less* any fuel charge included by the Number of days the vehicle was rented
  - d. Enter *Total Miles Driven*
4. Enter any optional fields if necessary
  5. Click **Itemize**

The screenshot shows the 'Expense' form with the following fields and values:

- Expense Type: Rental Cars Only
- Transaction Date: 09/02/2015
- Number of days the vehicle was rented: 2
- Purpose of Trip: Training
- Vendor: Hertz
- City: Atlanta, Georgia
- Payment Type: Company Paid
- Amount: 90.00 USD
- Avg. Daily Rate: 30.00
- Personal Expense (do not reimburse):
- Car Class: Compact
- Trip Type: In-State Travel
- Reservation Number: (empty)
- Comment: training
- Total Miles Driven: 475

At the bottom right, the 'Itemize' button is highlighted with a red box.

3. New Itemization window appears

The screenshot shows the 'New Itemization' window with the following details:

- Total Amount: \$90.00 | Itemized: \$0.00 | Remaining: \$90.00
- Expense Type: Choose an expense type

4. Select *Rental Car Only* from the Transportation category in the Expense Type dropdown
5. New Itemization window for Rental Cars Only expense opens

New Itemization Available Receipts

**Total Amount: \$90.00 | Itemized: \$0.00 | Remaining: \$90.00**

Expense Type Rental Cars Only	Transaction Date 09/02/2015	Number of days the vehicle was rented [ ]
Purpose of Trip Training	Vendor Hertz	City Atlanta, Georgia
Payment Type Company Paid	Amount [ ] USD	Avg. Daily Rate [ ]
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class Compact	Trip Type In-State Travel
Reservation Number [ ]	Comment [ ]	Total Miles Driven [ ]

6. Enter any blank required fields
  - a. Enter *Number of days the vehicle was rented*
  - b. Enter the total amount less any fuel charge in *Amount* – not the total of the receipt!
    - i. Hertz receipts may show three amounts:
      1. Rental Car Charge
      2. Refueling Charge
      3. Invoice Total
  - c. Calculate the *Average Daily Rate* (Amount/Number of days the vehicle was rented) and enter it in *Avg. Daily Rate* field
  - d. Enter the total miles you drove the vehicle in *Total Miles Driven*
7. Enter any optional fields if necessary
8. Click **Save**

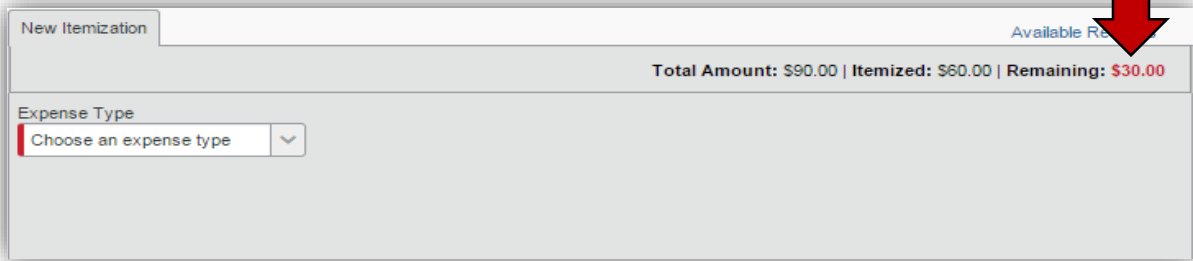
New Itemization Available Receipts

**Total Amount: \$90.00 | Itemized: \$0.00 | Remaining: \$90.00**

Expense Type Rental Cars Only	Transaction Date 09/02/2015	Number of days the vehicle was rented 2
Purpose of Trip Training	Vendor Hertz	City Atlanta, Georgia
Payment Type Company Paid	Amount 60.00 USD	Avg. Daily Rate 30.00
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class Compact	Trip Type In-State Travel
Reservation Number [ ]	Comment [ ]	Total Miles Driven 425

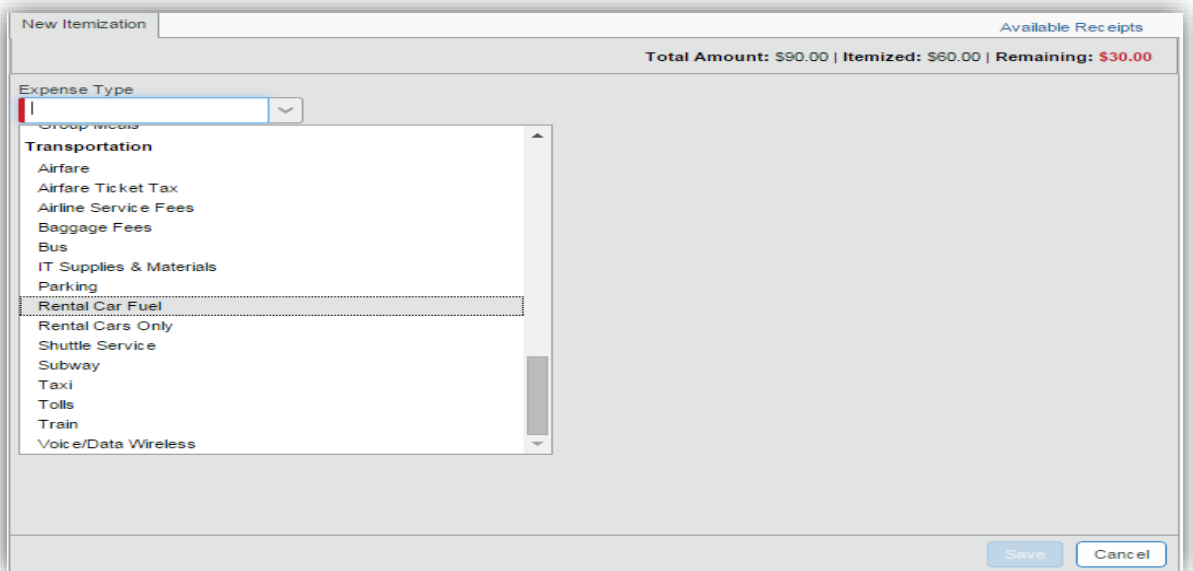
**Save**

9. The rental car fuel charge has not been entered yet so a balance due appears after *Remaining*.



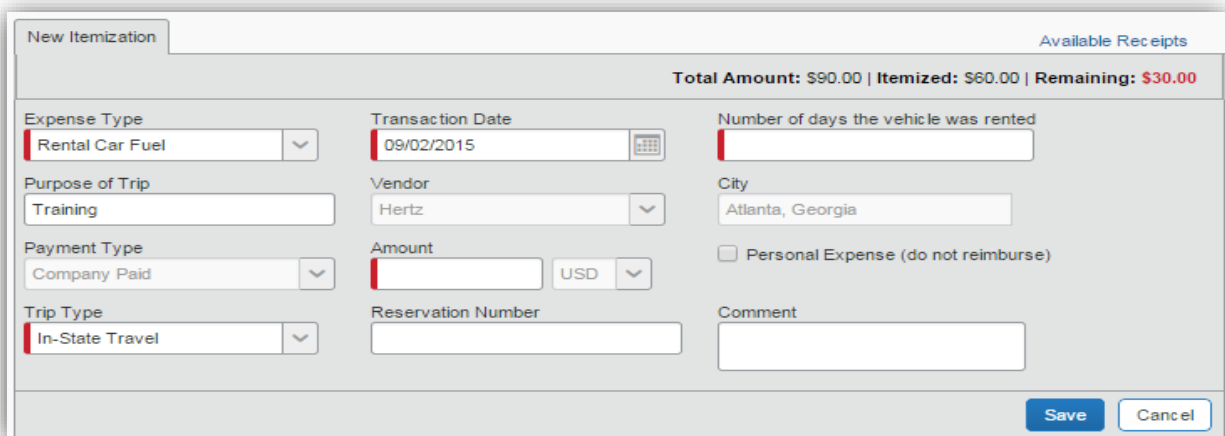
The screenshot shows the 'New Itemization' window. At the top right, there is a link for 'Available Receipts'. Below it, the summary text reads: 'Total Amount: \$90.00 | Itemized: \$60.00 | Remaining: \$30.00'. A red arrow points to the 'Remaining: \$30.00' text. Below the summary, there is a section for 'Expense Type' with a dropdown menu that currently shows 'Choose an expense type'.

10. Select *Rental Car Fuel* from the Transportation category in the dropdown



The screenshot shows the 'New Itemization' window with the 'Expense Type' dropdown menu open. The dropdown is categorized under 'Transportation' and lists several options. 'Rental Car Fuel' is highlighted with a dashed border, indicating it is the selected option. Other options include Airfare, Airfare Ticket Tax, Airline Service Fees, Baggage Fees, Bus, IT Supplies & Materials, Parking, Rental Cars Only, Shuttle Service, Subway, Taxi, Tolls, Train, and Voice/Data Wireless. The summary text at the top remains: 'Total Amount: \$90.00 | Itemized: \$60.00 | Remaining: \$30.00'. 'Save' and 'Cancel' buttons are visible at the bottom right.

11. The Rental Car Fuel New Itemization window opens



The screenshot shows the 'New Itemization' window for 'Rental Car Fuel'. The 'Expense Type' dropdown is set to 'Rental Car Fuel'. The 'Transaction Date' is '09/02/2015'. The 'Purpose of Trip' is 'Training'. The 'Vendor' is 'Hertz'. The 'City' is 'Atlanta, Georgia'. The 'Payment Type' is 'Company Paid'. The 'Amount' field is empty, with 'USD' selected as the currency. The 'Trip Type' is 'In-State Travel'. The 'Reservation Number' and 'Comment' fields are empty. The 'Number of days the vehicle was rented' field is empty. The 'Personal Expense (do not reimburse)' checkbox is unchecked. The summary text at the top remains: 'Total Amount: \$90.00 | Itemized: \$60.00 | Remaining: \$30.00'. 'Save' and 'Cancel' buttons are visible at the bottom right.

12. Enter any blank required fields
  - a. Enter the number of days the vehicle was rented in *Number of days the vehicle was rented*
  - b. Enter the fuel charge amount in *Amount*
13. Enter any optional fields if so desired

14. Click **Save**
15. Once the total amount entered on the expense is accounted for in *Itemize* and saved, the expense and its itemizations display beneath Rental Cars Only in Expenses.

Expense	Date	Amount	Exception
Hotel	09/11/2015	\$0.00	Itemizations are required for this entry.

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	09/11/2015	Hotel Ocean Plaza Hotel, Savannah, G	\$0.00	\$0.00
<input checked="" type="checkbox"/>	09/02/2015	Rental Cars Only Hertz, Atlanta, Georgia	\$90.00	\$90.00
<input type="checkbox"/>	09/02/2015	Rental Cars Only	\$60.00	\$60.00
<input type="checkbox"/>	09/02/2015	Rental Car Fuel	\$30.00	\$30.00
<input type="checkbox"/>	09/02/2015	For Travel Agent (In-State Tra Travel Inc, Atlanta, Georgia	\$4.27	\$4.27