



How to Handle Sales Tax Charged on a Hertz or Enterprise Reservation Imported into TTE

Even though Sales Tax may appear on a State Rental Car (Hertz/Enterprise) receipt or be included in the imported total, it should **NOT** be included in the Rental Cars Only total on your expense report. By statewide contract, Sales Tax WILL NOT BE BILLED to your agency by the statewide contract vendor (Hertz/Enterprise).

Vehicle License Recovery Fees that appear on a State Rental Car (Hertz/Enterprise) invoice **SHOULD** be included in the Rental Cars Only total on your expense report. By statewide contract, Vehicle License Recovery Fees WILL BE BILLED to your agency. Generally this item appears as a separate line item.

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

SOG Conference, Savannah

+ New Expense Import Expenses Details Receipts Print / Email

Exceptions			
Expense	Date	Amount	Exception
Expenses			
Date	Expense	Amount	Approved
09/01/2015	Rental Cars Only Enterprise, Atlanta, Georgia	\$137.99	\$137.99

2. Click on the car icon to view the total amount imported for the rental car itinerary which may include sales tax

Trip Name/Description : Hotel Reservation at SAVANNAH, GA 31401, USA
Description : SOG Conference
Start Date : 08/29/2015
End Date : 09/01/2015
Record Locator: M2701N

Car Rental Information	
Vendor	: Enterprise
Pick-up Location	: ATL
Pick-up Date	: 08/29/2015
Drop-off Date	: 09/01/2015
Rate	: \$30.15
Total	: \$137.99

- a. The imported reservation shows two amounts
 - i. Rate: Contract Daily Rate

- ii. Total: Contract Daily Rate, Vehicle License Recovery Fee and may include Sales Tax (in our example \$137.99)
- iii. Expense report amount should be Rate + \$1.50 x # of days rented only - in our example \$30.15 + \$1.50 x 4 = \$126.60
- b. Compare the imported amount from the itinerary to your actual receipt
 - i. Some invoices may display a Subtotal, then Sales Tax and then a Total.
 - ii. Your agency is billed the amount NOT including Sales Tax. Vehicle License Recovery Fee is billed to your agency

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COMPANY OF GEORGIA,
58Q

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	08/29 - 09/01	4	DAY	\$30.15	\$120.60
REFUELING CHARGE	08/29 - 09/01				\$0.00
Subtotal:					\$120.60
Taxes & Surcharges					
VEHICLE LICENSE RECOVERY FEE	08/29 - 09/01	4	DAY	\$1.50	\$6.00
Total Charges:					\$126.60
Bill-To / Deposits					
GA-STATE ACCOUNTING OFFICE					
TIME & DISTANCE	08/29 - 09/01	4	DAY		
REFUELING CHARGE	08/29 - 09/01				
VEHICLE LICENSE RECOVERY FEE	08/29 - 09/01	4	DAY		
Subtotal:					(\$126.60)
Total Amount Due					\$0.00

PAYMENT INFORMATION

AMOUNT PAID	TYPE	CREDIT CARD NUMBER

3. Click on the **Rental Cars Only** item on the expense report to open the expense item

Expense Available Receipts

Expense Type <input type="text" value="Rental Cars Only"/>	Transaction Date <input type="text" value="09/01/2015"/>	Number of days the vehicle was rented <input type="text" value="4"/>
Purpose of Trip <input type="text" value="Training"/>	Vendor <input type="text" value="Enterprise"/>	City <input type="text" value="Atlanta, Georgia"/>
Payment Type <input type="text" value="Company Paid"/>	Amount <input type="text" value="137.99"/> <input type="text" value="USD"/>	Avg. Daily Rate <input type="text"/>
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class <input type="text" value="Compact"/>	Trip Type <input type="text" value="In-State Travel"/>
Reservation Number <input type="text" value="24X68Q"/>	Comment <input type="text"/>	Total Miles Driven <input type="text"/>

4. Enter any missing required fields as usual
 - a. Change the total amount of the expense the total minus any sales tax or Rate + \$1.50 x # of days rented

- i. The \$137.99 in our example includes sales tax.
- ii. The amount to be entered in our example is \$126.60 which is $\$30.15 + \$1.50 \times 4 = \$126.60$
- b. Calculate and enter the *Avg. Daily Rate*
 - i. *Divide the new Amount by the Number of days the vehicle was rented*
 1. *If this is a Hertz Capitol Hill receipt **do not** include the refueling charge when calculating the Avg. Daily Rate.*
- c. Enter *Total Miles Driven*
- d. Click **Save**

Expense Available Receipts

Expense Type Rental Cars Only	Transaction Date 09/01/2015	Number of days the vehicle was rented 4
Purpose of Trip Training	Vendor Enterprise	City Atlanta, Georgia
Payment Type Company Paid	Amount 126.60 USD	Avg. Daily Rate 30.65
<input type="checkbox"/> Personal Expense (do not reimburse)	Car Class Compact	Trip Type In-State Travel
Reservation Number 24X68Q	Comment	Total Miles Driven 531

5. The expense item is updated on the expense report
6. If this is a Hertz Capitol Hill rental you will need to itemize this expense item for rental and refueling charges.
 - a. If you do not know how to do this go to <https://sao.georgia.gov/rental-car> and select *How to Itemize Hertz Capitol Hill Expense Including a Refueling Charge* for detailed instructions.
7. Attach receipts as you normally do

SOG Conference, Savannah

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Exceptions

Expense	Date	Amount	Exception
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Expenses

[View ▾](#) <<

Date ▾	Expense	Amount	Approved
09/01/2015	Rental Cars Only Enterprise, Atlanta, Georgia	\$126.60	\$126.60

8. The Rental Car Expense is now complete.