How to Enter Rental Car Expense Booked Through TTE Travel



Rental Cars booked online through TeamWorks Travel and Expense (TTE) or via phone with a Travel Inc. travel agent, <u>must</u> be imported electronically into an expense report.

These instructions are for vehicles rented from any Enterprise location and all Hertz locations **<u>except</u>** Hertz at Capitol Hill in Atlanta, Georgia.

- o Open an existing Expense Report or create a new Expense Report:
 - Click on import Expenses.
 - Select the rental car expense items *and any associated Travel Agency Fees* to be moved into the expense report.

Manage Expenses View Transac	.orb				
Exp Rpt Ba <mark>si</mark> 0901 TO 0	923			Deares	Submit Submit Report
+ New Expense Import Expenses Details - Receipts	Pret / Enail +				Hide Exception
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totel 09/09/2016 \$0.00 () temications are n	equited for this entry				
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- When you select an Available Expense the Move button activates.
- Click **Move** to push the expense(s) into your expense report.

allable Expenses				
			Move • I Hiddl	Urwalth Delete
Expense Detail	Expense Type	Source	Date +	Amount
Hertz Rental Car	Rental Car	0	08/26/2016	\$218.00
Southwest Airlines Dallas TX USA	Airfare	•	09/10/2016	\$235.20

- When you Move Rental Car expense types from Available Expenses, not all of the data fields will automatically populate from the Reservation Information.
- For each Rental Car Only expense imported:
 - Verify or enter the **Transaction Date** field. Use the calendar icon or enter MM/DD/YYYY.
 - Verify or 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 Vendor dropdown list

- Verify or enter the city the car was rented from. (i.e. Atlanta, Georgia) in the City • field.
- Verify the **Payment Type.** If the vendor was Hertz or Enterprise this must be • Company Paid.
- In the Amount field, enter the total amount of the car rental charges.
 - Do NOT include Sales Tax or any other fees or taxes. This should be the total of the daily rate for each day rented.
- Calculate the Avg. Daily Rate •
 - Divide the amount entered in the **Amount** field by the number entered in Number of days the vehicle was rented field. Enter the result in the Avg. Daily Rate field.
- Select the Car Class from the field dropdown if it is not populated.
- Enter the total miles you drove the vehicle in Total Miles Driven. •
- Click Save

xpense Type	Transaction Date	Number of days the vehicle was rented		Purpose of Trip		
Rental Cars Only	09/12/2016	3		Training		
endor	City	Payment Type		Amount		
Hertz 🗸	Atlanta, Georgia	Company Paid	~	0.00	USD	~
vg. Daily Rate	Personal Expense (do not reimburse)	Car Class		Trip Type		
		Full-size	~	In-State Travel		~
leservation Number	Comment	Total Miles Driven				
XYX-96G999876	You can optinoally enter a comment here					

The expense will then be recorded in the Expense Report. 0

	ew Expense	Availab	le Expenses	Details • Receipts	Plint	/Email •
Exce Expen	ptions se	Date	Amount	Exception		3
Hotel		03/06/2015	5/2015 \$0.00 () Itemizations are required fo			ry.
Addin	Date* g New Exp	Exper	ise	Amo	unt P	Requested
Addin	03/06/201	5 Renta	l Cars Only Atlanta, Georg	s348	3.00	\$348.00

Attach required receipts to the item from Available Receipts, upload receipt to the 0 item from your PC, or fax your receipt to the expense report any time prior to submitting the expense report for approval.