

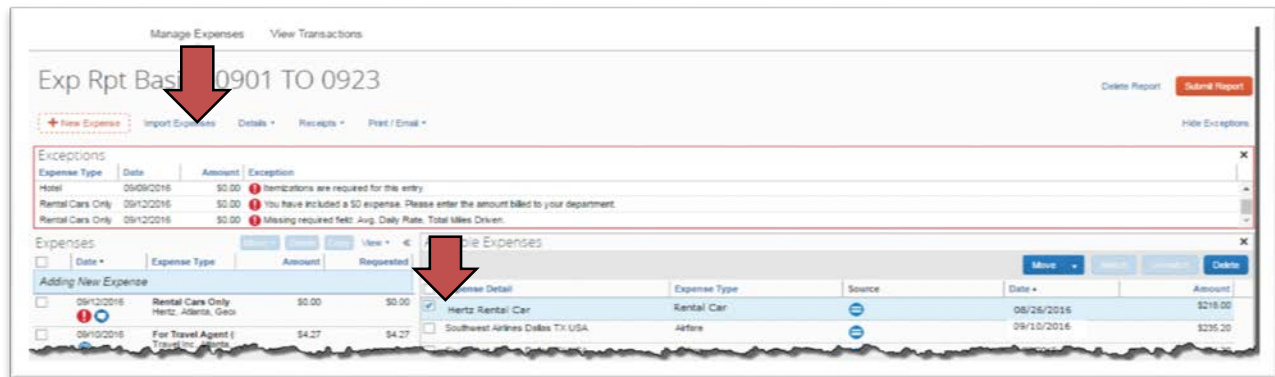


How to Enter Rental Car Expense Booked Through TTE Travel

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

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

- 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.



- When you select an Available Expense the Move button activates.
- Click **Move** to push the expense(s) into your expense report.



- 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**

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

Exceptions			
Expense	Date	Amount	Exception
Hotel	03/06/2015	\$0.00	Itemizations are required for this entry.

Expenses				
	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	03/06/2015	Rental Cars Only Hertz, Atlanta, Georgia	\$348.00	\$348.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$348.00	\$348.00

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