

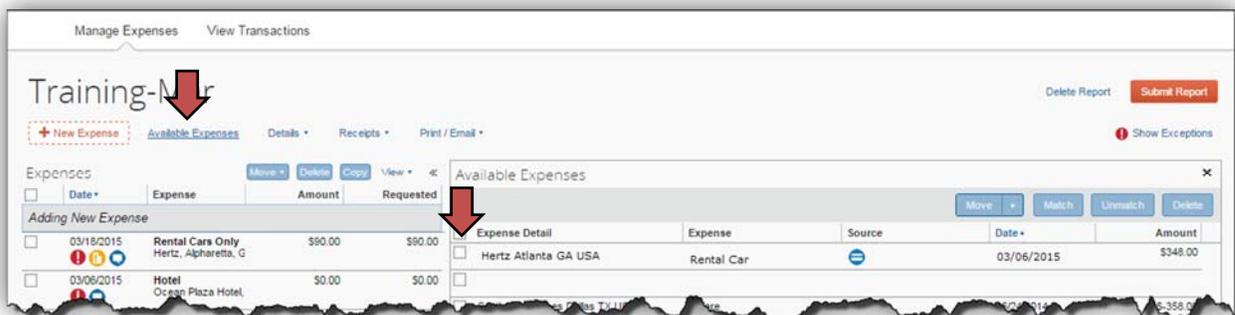


How to Enter Rental Cars Only Expense

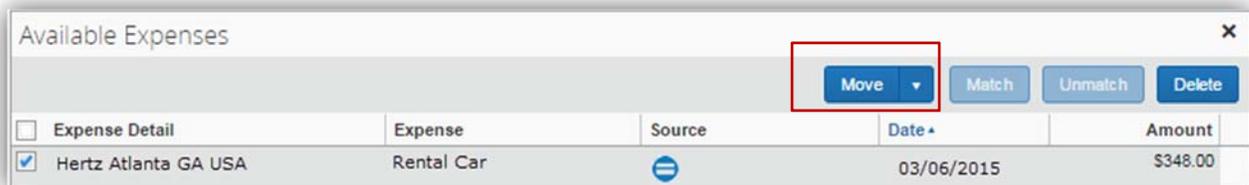
When moving Car Rental Expenses from Available Expenses the required fields Average Daily Rate, the number of days the vehicle was rented, and the Total Miles Driven may not prepopulate from the Hertz or Enterprise reservation. Required fields must be entered or verified whether the expense is been moved from Available Expenses or manually entered as an out of pocket Rental Cars Only Expense.

Open an existing Expense Report or create a new Expense Report

- Move the Car Rental and any associated Travel Agency Fees into the Expense Report into the expense report
 - Click on **Available Expenses** to import company paid rental car charges
 - Select the rental car expense items to be moved into the expense report



- When you select an Available Expense the Move button activates. Click **Move** to pull the expense into your expense report.



- When you Move Rental Car Expenses from Available Expenses, not all 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 and was not a Hertz or Enterprise rental, select **Rental Cars Only** from the Expense Types.

- Verify/add the **Transaction Date** field. 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/select the vendor from the **Vendor** dropdown list
- Verify/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**, for any other vendor it should be **Out of Pocket**.
- In the **Amount** field, verify/enter the total amount on the car rental receipt.
- Calculate 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
- Enter the total miles you drove the vehicle in **Total Miles Driven**.
- Click **Save**

The expense will then be recorded in the Expense Report.

Training-Mar				
+ New Expense Available Expenses Details Receipts Print / Email				
Exceptions				
Expense	Date	Amount	Exception	
Hotel	03/06/2015	\$0.00	Itemizations are required for this entry.	
Expenses				
<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	03/06/2015	Rental Cars Only Hertz, Atlanta, Georgia	\$348.00	\$348.00
TOTAL AMOUNT			\$348.00	TOTAL REQUESTED
				\$348.00