

Entering a Vehicle Rental Claim

This tip sheet will show you how to enter a vehicle rental claim on an expense report. Vehicle Rental policy may be found in [Policy 425](#).

Getting Your Receipt

The rental vehicle company will email a receipt after the return of your rental vehicle.

- Documents created before returning your rental vehicle do not serve as receipts. This includes documents like your Concur reservation or your rental agreement/contract.

Please check the receipt to make sure it has the following data:

- Vendor name
- Itemization of goods, services, taxes and fees
- Proof of payment
- Date of purchase
- Pickup and return times



RA #: 00000
 Renter: DOE,JOHN

Dates & Times	Location
Pickup Mar 06, 2020 4:40 PM	900 S CENTRAL AVE MARSHFIELD, WI 54449-4127 7153847777
Return Mar 13, 2020 2:02 PM	900 S CENTRAL AVE MARSHFIELD, WI 54449-4127 7153847777

Vehicle

Make/Model: NISN/ALTI
 Color: GRAY DK
 Mileage: 840
 Fuel Out: 1/2 Fuel In: 5/8
 License: DAG002
 Unit #: 7561B Vehicle #: KC236342

Charges	Price/Unit	Total
TIME & DISTANCE 02/21 - 02/28	1.0 @ \$204.00/WEEK	\$204.00
DW INCLUDED	7.0 @ \$0.00/DAY	\$0.00
TITLE AND REGISTRATION FEES	7.0 @ \$1.15/DAY	\$8.05
Total Charges:		\$212.05

Charge To: VISA xxxx0000

2020-03-13 14:03:38

Entering your Claim

Enter the following information to the new vehicle rental expense line:

1. **Date:** Enter the date of purchase from your receipt.
2. **Description:** Enter additional clarifying information about this transaction. This section may be left blank. An example of something that could go here is a justification for a large vehicle.
3. **Reimbursement Method:** Choose how you would like to be reimbursed.
 - **Personal Funds** are reimbursed to you through ACH (direct deposit) or check.

- **Corporate Card** reimbursements go directly to your US Bank corporate card.
 - **Prepaid** indicates the university has already paid for this and no reimbursement is due.
4. **Amount:** Enter the amount for this transaction. Please make sure this amount is without any non-reimbursable expenses, such as vendor refueling, in-state tax, etc.
 5. **Merchant:** Select **Preferred** if purchasing from Enterprise or National. Select **Non-Preferred** if purchasing from Hertz. Vendors other than these three require an approved exception. Once you select **Preferred** or **Non-Preferred**, a second field appears for you to enter the vendor's name.
 6. **Expense Location:** Enter the city in which the vehicle was rented. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France"). If a location is not in SFS's database, use the county for domestic locations (ex. "Cook County, IL") or "Country, Other Locations" for foreign travel (ex. "China, Other Locations").

Vehicle Rental - 03/13/2020

*Date 

*Expense Type 

Description

Payment Details

*Payment ▼

*Amount 

Merchant

Merchant ▼

Preferred Merchant ▼

Additional Information

*Expense Location 

If you wish to change the funding string of your expense, you may do so within the same business unit in the Accounting section.

The **Non-Reimbursable** switch should not be used. Non-reimbursable expenses should not be reported, and if your campus asks you to do so, this should be done by selecting a **Prepaid Reimbursement Method**, not by using the non-reimbursable switch. Setting non-reimbursable to yes will void any amount entered in the Amount box and set the line to \$0.

Once you have completed your expense line, you may add additional claims by clicking the **Add** button on the left side of the screen. If you've entered all your expenses and are ready to submit, press the gray

Review and Submit button in the upper right to take you to the Expense Summary page. Once you review the Expense Summary page, click **Submit** in the upper right. If you'd like to save the expense report for future modification, click the green **Save** button.