

Clarification on Out-of-State Motor Vehicle Rental

TO: UGA Faculty and Staff

FROM: University Business and Accounting Services

RE: Clarification on Out-of-State Motor Vehicle Rental

The Board of Regents Office recently provided clarification to the travel policy regarding out-of-state rental of motor vehicles.

Employees are advised to include in the vehicle rental, the additional insurance coverage that addresses loss or damage to the rental unit if the employee rents outside of the statewide contract. Travelers will be reimbursed for the additional insurance coverage. Since the state's mandatory contract provider for out-of-state rentals (currently Hertz) includes this insurance coverage, this change would only apply to those situations where Hertz is not available.

The University of Georgia's [Business Services Advisory Group](#) has reviewed this change to the University's travel policy and provided feedback. Section 2.0.3.7 of the policy has been updated to include the following statement:

If an employee rents outside of the statewide contract when the contract provider is not available, then they should purchase the additional coverage that addresses loss or damage to the rental unit. Travelers will be reimbursed for the additional insurance coverage.

The University's updated travel policy is located at: <http://www.policies.uga.edu/FA/nodes/view/1306/Employee-Travel-Effective-January-1-2015>

Please contact Jennifer Collins (jfinch@uga.edu) or Andre Simmons (asimmons@uga.edu) with any questions.