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Procedure Responsibility: System Office of Business Services

Vehicle Rental

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Section 1.17.1 – General

It is the practice of KCTCS not to rent vehicles unless it is more effective compared to other available transportation, therefore, where and when possible KCTCS vehicles are to be used (if available and feasible) versus renting a vehicle. It is also the practice of KCTCS not to rent 15-passenger vans. Vehicles rented for KCTCS business shall be used only in an official capacity. Personal use of a vehicle rented for KCTCS business for any reason other than official KCTCS business is strictly prohibited.

Section 1.17.2 – Rental of Vehicles

Some situations may require renting a vehicle. Examples may include, but are not limited to transportation of a visiting accreditation team - SACS visiting committee, official college tours, local travel or transporting of materials. In such instances, the prior written approval of the college president/CEO or their designee must be obtained and attached to the rental car receipt.

Section 1.17.3 – Rental of Vehicles for Local Travel

A. If a KCTCS vehicle is not available, an employee should use their personal vehicle and submit a travel voucher (BA3) for reimbursement. If the following conditions are met, a college president/CEO or their designee may grant written approval to rent a vehicle.

- The use of the employee's car would not be suitable based on the number of individuals traveling, safety or be economical as compared to renting a vehicle.

- The available KCTCS vehicle is determined to be unsuitable due to size or safety.

B. The written approval and rental receipt must be attached to the payment regardless of how payment was made. Payment for rental of vehicles, unless for group transportation purposes, shall be personal payment with the employee making a request for reimbursement. For vehicle rental for group transportation a ProCard may be used. In either instance an original copy of the invoice shall be attached with explanation as to the necessity of the rental.

C. The most economical class of vehicle, as determined by the number of employees traveling in the vehicle, type and quantity of the materials being transported, etc. is to be rented using the KCTCS price contract with Enterprise Rent-a-Car KCTCS Business Rental ID # XZ58043. Details about the program and instructions are available at http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=KCTCS10

Section 1.17.4 – Rental Cars While on Travel Status

A. It is the practice of KCTCS that its employees use public transportation while on travel status. Employees are to use shuttle buses, subways and/or taxis for transportation while traveling, except in special and unique situations described below. However, written approval as defined in business procedure 8.1.4 Travel Expense and Reimbursement for out-of-state authorization with employee justification must be attached to the travel voucher (BA3) or to the procurement card cardholder's statement. Business Procedure 8.1, FORMS BA3

1. The distance from the arrival airport to accommodations and then to the meeting location is of sufficient distance that public transportation is not feasible, i. e., 25 miles.

2. There is a reasonable distance (5 miles or greater) between the accommodations and the meeting location and public transportation, including the use of a taxi not being feasible.

3. Local transportation is not available or is not cost effective given the circumstances.

B. The most economical class of vehicle, as determined by the number of employees traveling in the vehicle or the materials being transported is to be rented using the KCTCS price contract for vehicle rental.

C. The only days that the expenses of a rental car are reimbursable are the arrival day, departure day, and meeting days. Rental fees for days between the arrival day and the meeting days are not reimbursable, nor are the rental fees for days between the last meeting day and the departure day reimbursable. Expenses for

a rental vehicle outside KCTCS business procedures is considered a personal expense to the employee and not reimbursable.

Section 1.17.5 - Rental Vehicle Insurance

A. Employees should be aware that if a vehicle is rented, the rates under the KCTCS price contract for vehicle rental includes full value damage waiver and vehicle insurance and $1.0 million combined single limit Business Travel Liability insurance which covers any third party.

B. In a situation where a rental vehicle is used while on travel status other than the point of departure from their primary work location or residence, (Section 1.17.4), employees are encouraged to use a personal credit card and seek reimbursement.

Section 1.17.6 – Rental of a Passenger Van

It is recognized that a passenger van will often be the most effective means of transportation for certain activities and events involving employees and/or students. This procedure is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the van.

1. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage.

2. All passengers must wear seat belts.

3. All cargo is prohibited on the roof. No roof racks may be used.

4. Cargo inside the van must be stacked no higher than the top of the van seats.

Note: Questions regarding the use of rental of a passenger van are to be directed to the KCTCS Office of Facilities Management.

END OF PROCEDURE