

CAR RENTAL FUEL REIMBURSEMENT

The following comes directly from the Purchasing Travel Webpage>Travel Policy & Procedure>Vehicle Transportation:

“Employees are required to refill rental vehicles PRIOR to returning the rental. Any upgrades, GPS Units, Satellite Radios, Toll-Pass Devices, etc. will be paid by the employee. You will not be reimbursed for these expenses.”

Please advise all employees who travel and rent a car that the gas tank must be filled before the rental is returned. They can submit the fuel receipt as part of their travel reimbursement when they return.

We will not reimburse the charge assessed by the rental company to fill the tank for the employee when the rental is returned.