

OLD DOMINION UNIVERSITY
DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE:TITLE:

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DEPARTMENTAL
FINANCIAL AND ADMINISTRATIVE
PROCEDURES AND PRACTICES MANUAL

TITLE: Use of Rental Vehicles

Proc #: 6-713

G. OTHER ODU OFFICES IMPACTED

Office of Finance – Accounts Payable
Procurement Services
Facilities Management
University Departments

H.

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5. If you are using your Corporate Travel Card to pay for these services, **reimbursement cannot be made until after travel is completed.**
6. **If you wish to use your Small Purchase Charge Card (PCard) contact the PCard Administrator in Procurement Services for instructions on completing a “Request for Car Rental Exception Form.”**
7. Reimbursement for car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available and acquire any commercial rate or government discount available when the vehicle is rented.

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involved in a vehicle accident while operating a rental car, the following steps should be taken:

- a. Contact the state or local police of the jurisdiction where the accident occurred.
- b. Notify the car rental contractor by calling the telephone number contained in the car rental agreement. Also, complete a contractor Vehicle Accident Report, which should be included in the rental information packet.
- c. Contact Facilities Management and notify them of the accident.
- d. Facilities Management will notify ODU's Office of Risk Management.

Records Retention:

All original travel documentation for reimbursements processed in Chrome River must be centrally maintained in a department file for a minimum of three (3) years and/or until audited by the Auditor of Public Accounts (APA) and/or Department of Accounts (DOA) per CAPP Topic 20310. After three years, all records may be disposed of in accordance with the University's Records Management Program.

Contacts:

For questions regarding this procedure and/or practice contact the Accounts Payable Manager at 683-4813 or the Accounts Payable Travel Supervisor at 683-5020.