Vehicle Rental and Gas

The following documentation should be submitted for vehicle rental expenses:

- **Itemized Vehicle Rental Receipt**, along with the original vehicle rental agreement. (booked using the [Big Ten Alliance contract](#) with Enterprise and National Car Rental when renting a vehicle for business use. If Enterprise and National do not serve the location of travel, the [State of Wisconsin contract with Hertz](#) must be used.)

- **UW-Madison business purpose and description of the trip and

- **A justification of why a rental vehicle was chosen as the most cost-effective means of transportation** vs. other options (taxis, shuttles, etc.) entered in the Description/Notes field of the expense report. May attach cost comparisons from taxi estimate websites to show cost-effectiveness, if needed (i.e. [TaxiFareFinder](#)).

- **Gasoline Receipts:** Receipts for gas for rental vehicles are required to support payment/reimbursement claims.

  **Please Note:** The traveler is responsible for fueling the rental vehicle before returning it to the rental vehicle vendor. If the traveler fails to return the vehicle with a full tank of fuel, the cost of the vendor refueling the vehicle will not be paid or reimbursed by the University.

- **Documentation** that an approved driver application has been submitted to UW-Risk Management, if not an approved driver with Active status on the [Approved Driver Database](#).