Expense Report – Car Rental

If a traveler rented a vehicle and is not claiming Mileage-Personal Vehicle, the traveler can use the Car Rental expense type. A traveler cannot claim both expense types for the exact same day.

1. Car Rental: Select Car Rental subcategory (also known as a tile) under the Ground Transportation category (also known as a mosaic) if the traveler is claiming a car rental reimbursement.
2. Date: Insert the date of the receipt.
3. Amount: Insert the total amount of the Car Rental reimbursement being claimed.
4. Description (Optional): An optional explanation for this expense.
5. Rental Agency: Select the rental agency from a drop-down list. If the correct rental agency is not listed, select the “Other” option.
6. Class: Select from drop-down list to choose the vehicle’s type.
7. If the user selects Premium, Luxury, or Special vehicle options, an explanation is required as to why this type was chosen.

8. Car Rental Add-On: Select Yes/No if the traveler had add-ons to their car rental.
9. Location: Enter in the location(s) where the traveler used their car rental.
10. Activity Code: If there is an activity code, select it from the pre-populated list.
11. Allocation: Insert the funding for the car rental.
12. Attachments: If this expense was not created directly from a receipt in the user’s eWallet, add the receipt here by either uploading a document or attaching a receipt from the user’s eWallet.
13. Select Save after all of the information has been entered.

And the Car Rental expense line item has been uploaded to the Expense Report.