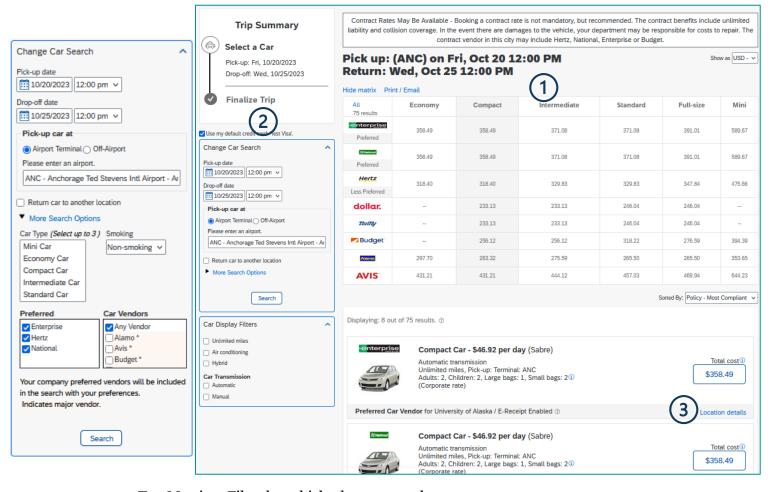


# **UA** Travel

## Travel Booking Tool: Car Rental

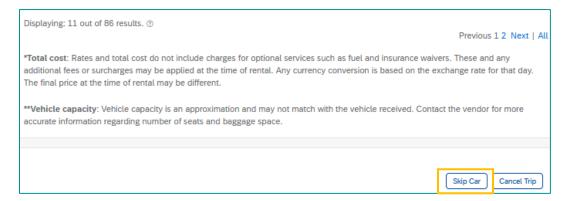
If booking from Request, the booking tool populates with the information provided in Expected Expenses. If booking from Travel, the user enters the search parameters in the booking tool. The rates listed in the booking tool are based on the rates vendors provide the GDS minus any UA discounts.



- 1. Top Matrix Filter by vehicle class or rental company
- 2. Left Filter Fields
  - a. Open "Change Car Search" to adjust dates, times, and locations
  - b. Narrow search results by car type, vendor, and amenities
- 3. "Location details" View information from the vendor regarding hours of operation, requirements, restrictions, shuttle services, etc.
- 4. Scroll to the bottom of the page to view additional information and the option to "Skip Car"



## **UA** Travel



### Regulatory Guidance

This section only covers some key regulations and polices regarding vehicle rentals. See the Travel Regulations on the <u>UA Travel</u> website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

### **Rate Class**

Allowable rate class is up to the cost of a full-size car from the selected vendor. Vehicles in a higher rate class require a business justification, a cost comparison for an allowable class, or documentation from the vendor that a lower rate was charged (e.g. reservation confirmation). Rate class designations are determined by each car rental vendor and not UA. If the rate class is not documented on the car rental receipt, UA uses the vehicle make and model to determine the vehicle type and associated rate class. (Ro5.02.06(10)(3))

#### **Add-Ons**

UA provides liability and physical damage coverage on rental cars used by employees conducting UA business. Where available, UA employees are expected to secure rentals from UA negotiated vendors who provide additional liability and physical damage insurance. Supplemental insurance purchased through the vendor (e.g. CDW/LDW) is not a reimbursable expense for employees traveling in the US or Canada.

Add-ons such as GPS and roadside assistance should include an explanation for purchase to support the added cost. Some campuses and departments may consider add-ons non-reimbursable.