

## **Enterprise Car Rental vs. Mileage Reimbursement**

**Any time you are traveling for SUNY Orange you should compare rental car cost & gas to mileage reimbursement, then, travel the most economical way to receive reimbursement.**

**SUNY Orange has a state contract rate agreement with Enterprise rent-a-car. On the (P) drive please find contract rates for vehicle rental.**

**Renting a vehicle including the gas used must be less money than the current mileage reimbursement of 56 Cents per mile.**

**For example: Your travel plans are for 282 miles. A full size rental vehicle will use about 12 gallon of gas for the 282 miles.**

**1 gallon of gas is approx. \$4.00. Renting the vehicle will cost 12gal x \$4= \$48.00+ \$34.41 rental cost for a Full size car = \$82.41 for a 282 mile trip.**

**Map quest is another way to determine estimated fuel cost.**

**Mileage re-imbursement 282 miles x .56= \$157.92.**

**The rental vehicle and gas is cheaper than the mileage re-imbursement.**

### **Things to remember when using Enterprise rent-a-car:**

**Submit the Seminar/Conference Authorization form with your supervisor's signature and an authorized purchase requisition to the business office.**

**Please give the business office five days lead time. A Purchase Order will be submitted to the Enterprise rental office of your choice. We would like the PO to be at the rental office before you pick up the car.**

**Use the "College" Enterprise billing account number for College travel:  
Contract ID: XZ24Q76 & Billing # 16789613.**

**Reserve the vehicle at least 24 hours in advance, New Hampton's phone branch is 845 374 5010. You can use any Enterprise that is closest to you.**

**Bring your license with you to the rental branch.**

**Fill up the rental vehicle with gas before returning vehicle (Enterprise will charge a surcharge if they have to fill the vehicle with gas and it will not be paid by the college) Send your receipt to the Business Office.**

**\*\*\*For personal/leisure travel college employees can use account number, XZ24Q77 to obtain a discounted car rental price charged to your personal credit card. Safe Travel!**