

## **Tips for Renting Vehicles**

- Only the person or anyone listed as an additional driver, renting the vehicle, may be reimbursed for fuel.
  - Justification will need to be provided for renting larger vehicles.
  - Do not by pass the counter when renting vehicles, a receipt indicating charges are paid in full and is required for reimbursement.
- \* Mileage cannot be claimed on rental vehicles.