**Commonly Asked Questions & Answers**

* **Q. What is the trip calculator?**

A. The trip calculator is a tool used to determine the most efficient mode of travel.  It determines whether it is more economical to rent a vehicle or claim your personal car mileage.

* **Q. When may a traveler rent a car**?

A. A traveler may rent a car *only* for official state business.  A car may be rented when a state car or mass transit is not available or is reasonable for the trip taken.

* **Q. Can a traveler use any rental agency?**

A. No, travelers are required to use **Enterprise/National** and **Hertz** rental car agencies under NYS contract. More information on vehicle rental contracts can be found on the OGS NYS Procurement website at: <http://ogs.ny.gov/purchase/snt/awardnotes/7200122273can.HTM>.

* **Q. If a traveler does not have a State Corporate Travel card, can they use their own personal credit card to rent a vehicle?**

A. Yes, if they do not have a State Corporate Travel Card they may use a personal credit card and submit for reimbursement.  The Cortland Enterprise agency will also directly bill the College. Please call the Business Office for details. Travelers should still rent from a statewide contractor.

* **Q. If a traveler does not have a travel card but a co-worker does, can the co-worker rent a car for another employee?**

A. No, travel cards are not to be shared for any expenses, especially vehicle rentals, due to reporting, accident and insurance liabilities.

* **Q. The traveler rents a vehicle when traveling on state business. Does the traveler need to attach a trip calculator?**

A. No, a trip calculator only must be attached when utilizing your personal vehicle for mileage claims of 100 miles or more per trip (*the trip calculator will not allow you to enter mileage lower than 101 miles*).

* **Q. Can the traveler use their personal vehicle if the cost of the rental is less expensive?**

A. Yes, the traveler can opt to use their personal vehicle.  However, if the traveler uses their personal vehicle and it would have been more economical to rent a vehicle, they will be reimbursed travel expenses at the cost of a rented compact vehicle.

* **Q. Can the traveler rent a car if using their personal vehicle would be less expensive?**

A. Yes, the traveler may rent a car even if using their personal vehicle is less expensive. However, travelers are encouraged to use a Fleet vehicle if available and appropriate.

* **Q. If a traveler is traveling several days in a row and using their personal vehicle, should they use the full travel period in the trip calculator equation to determine their PCM reimbursement?**

A. Yes, when completing the trip calculator, use the total travel period to determine your PCM reimbursement.

* **Q. If a traveler uses a State vehicle may non-employees ride along?**

A. Yes, as long as the non-employee passengers are on official State business. Active NYS employee status normally demonstrates official State business activity. However, official business may also occur while in 1) leave status, 2) student status, 3) Research Foundation employment status, 4) volunteer status or 5) campus visitor status. In these circumstances it is important to formally establish the official business nature of the travel, prior to departure, by completing a fully-approved Travel Authorization.

* **Q. If a traveler uses a rental vehicle may non-employees ride along?**

A. Yes, as long as the non-employee passenger(s) are on official State business.   Please see the requirements **above** for State vehicles.