

**Rental Vehicle** – The City will reimburse the cost of a rental vehicle as long as the amount is reasonable and receipts are provided. The rental vehicle should be of a size, make and model that can seat its occupants comfortably for the duration of the travel, but not such that it would be considered extravagant. Any uncertainty in this regard should be clarified and approved in advance by the Department Director, City Manager or Mayor/Deputy Mayor. Operating expenses are eligible for reimbursement such as gas, oil and repairs. *Employees and officials shall not claim the standard mileage rate when using a rental vehicle.* When a vehicle is rented, the employee or official shall not purchase auto liability coverage because the City has its own coverage for this type of occurrence. However, the employee or official shall purchase physical damage coverage because the City is self-insured for this type of occurrence. The employee or official should inquire as to the availability of a discounted rate for government or corporate employees and should seek to exempt themselves from any state or local taxes if legally permitted.

Rental cars are not reimbursed if the employee or official is staying in the host hotel or is within walking distance of the conference. If the employee or official chooses to rent a car at his/her own expense, the City will reimburse the employee or official for the value of the cost of a shuttle, if any, to the host hotel.

**From Lodging Section** - If an employee or official chooses to stay in a lower-priced hotel and use the savings to rent a car for transportation to the conference, the City will reimburse up to the cost of the host hotel and the cost of a shuttle, if any, from the airport to the host hotel. Documentation, such as a copy of any information on the conference in which the host hotel rate(s) are set out, must be provided to the Financial Services Department.