

**UTAH COUNTY AUDITOR'S OFFICE
TRAVEL FORM – RENTAL CAR**

COUNTY POLICY: “Use of rental cars should be justified to not exceed normal transportation costs, and use should be consolidated in the case of travel by multiple employees.”

Administration:

The rental car must be rented in the employee’s name and driven by the employee. If additional non county employees are to be riding in the vehicle, the employee must rent the car as a private individual and receive reimbursement as a travel allowance.

Use of the rental car does not extend to side trips or personal use by the traveler and as such the traveler should be sure their personal insurance will cover the personal use and that the county is reimbursed for all such related costs.

	Amounts		Amounts
Transportation Costs:		Rental Car Costs:	
Shuttle costs from Airport:		Rental Car Fees:	
Shuttle costs from Hotel:		Parking fee at Hotel:	
Shuttle/Taxi Costs:		Parking fee at Convention Ctr:	
Hotel to/from Convention		Gas Charges:	
Per Day _____ # of Days ____			
Other Costs:		Upgrading requires prior	
(Define in detail)		approval:	
Total Estimated Amount:		Total Estimated Amount:	

Number of Employees requesting travel: _____

Note: Indicate reason why the person traveling is not staying at the location of the convention or meeting.

Fuel charges and additional mileage charges incurred for the personal use of the vehicle must be paid by the employee.

Estimates for shuttle and taxi fees are to be verified with hotel and tax services in the vicinity of the travel request.