

FAQ's for using Trip Optimizer

Q - When do I need to use the Trip Optimizer?

A - The Trip Optimizer tool can be used anytime you are using ground transportation for business travel to help ensure the most cost effective option for each trip is selected.

Q - If the Trip Optimizer indicates reimbursement is less than a rental, is it still suitable to use a rental car?

A - Yes, employees may utilize a rental car vs driving their personal car for business purposes.

Q - Is a copy of the Trip Optimizer report required to be submitted as documentation when a rental car is being utilized?

A - Not at this time.

Q - What information should be input into the Trip Optimizer form?

Distance traveled: Enter the total number of miles to be driven during the trip

Total days in Trip: Enter the number of days you will be traveling

Car Rental Daily Rate: Enter the cost of the rental vehicle that you will be requesting, using the chart on the left side of the form.

Cost of Fuel: Enter the approximate cost of fuel per gallon

Reimbursement Rate: Enter **0.37 cents** per mile

Rental Car Fuel Usage: Enter the approximate MPG usage of the vehicle you will be requesting using the chart on the left side of the form.

Q - How do I calculate other travel expenses, such as one-way drop fees, airport parking, etc?

A - All expenses should be considered when making a decision on the most cost effective method of travel.

Q - What if you do not know the mileage of the local trips you will need to take once you get to your destination? Example: Driving from Columbia to Ohio is x number of miles; but once in Ohio, the local miles to drive from the hotel to the various study sites each day or to a restaurant, etc. will not be known until after the trip.

A - If possible, estimate the # of local miles when utilizing the tool.

Q - I do not have a One Card, how do I rent a vehicle from Enterprise?

A - If you do not have a One Card, you may have someone (Travel Arranger) with a One Card create a billing account and make reservations on your behalf. You can find more information on the rental process on the [Enterprise rental website](#).