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.