

**STATE OF LOUISIANA
OFFICE OF FINANCIAL INSTITUTIONS
BATON ROUGE, LOUISIANA**

January 23, 2012

**PROCEDURE NO. 2012-01
(OFI)**

RENTAL VEHICLES

- I. PURPOSE:** To establish a requirement to properly document a justification to utilize a rental car or claim personal mileage when a state car is not available and general procedures when utilizing a rental car
- II. APPLICABILITY:** All OFI personnel
- III. GENERAL:** Every attempt should be made to fully utilize our fleet of state cars rather than pay personal mileage or rent a car. Therefore, when a state car is not available, the employee should first try to re-arrange his/her schedule to possibly utilize a state car when one would be available. There are times, however, when plans cannot be changed to accommodate the use of a state car, so it must be determined which the most cost effective mode of transportation is. A sample form is attached to illustrate the proper documentation of various modes of transportation.

Once it is determined that a rental car is the most cost effective means of transportation, there is a list of instructions for utilizing a rental car included below.

A. STEPS IN DETERMINING THE LEAST COST MODE OF TRANSPORTATION

- 1. The assigned Compliance Examiner Manager (DOM) or BRMO employee will notify the Vehicle Manager and HR Director A of the need for an additional car outside of the ones available to that district. The DOM will include a detailed list of the reasons that the other state cars are not available. When a BRMO employee requests a state car, the Vehicle Manager will assign the state cars to their highest and most efficient use. The Vehicle Manager may request a state car from the BRDO or the Commissioner's Executive Officer.
- 2. The Vehicle Manager and HR Director A will assess the needs and document his/her justification for the employee to receive personal mileage or rent a car and submit the documentation to the Administrative Program Director 3 for his/her review.
- 3. If approved, the Administrative Program Director 3 will obtain the written consent of the Commissioner or his designee and return the decision to the Vehicle Manager or HR Director A.
- 4. The Vehicle Manager will notify the employee of the method of transportation selected and submit the approval with the date of the employee notification to the Accountant Administrator.

B. INSTRUCTIONS FOR RENTAL CAR

1. The employee is responsible for securing the reservation for the rental car once permission is given to proceed. The employee should reserve the car using the State corporate ID no. NA1403 and the specific account no. for the domiciled area. The DOM/Vehicle Manager (for BRMO) maintains the specific account no. OFI will be billed directly, so there should not be any need for the employee to use a personal credit card to guaranty the reservation. Since the rental is billed directly, Enterprise should be aware of our state tax exempt status.
2. In-state rentals must utilize Enterprise Rent-A-Car. Unless specifically authorized by the Commissioner, only a compact or intermediate sized vehicle will be allowed.
3. Special Fueltrac card for gas purchases must be used to fuel rental cars. The DOM/Vehicle Manager (for BRMO) will assign the special Fueltrac cards as needed.
4. When the employee picks up the rental car, they will obtain a copy of the rental vehicle contract from Enterprise Rent-A-Car. All gas receipts should be attached to the rental car contract.
5. At the time that the car is picked up, the employee MUST inspect the car to ensure that all prior damage to the car is adequately described in the rental documents. [NOTE: This is important because if the damage is not described in the rental documents, the rental car company may charge our office for the damage upon the car's return.]
6. Before releasing the rental car, be sure to closely check the car to ensure that nothing was left behind, especially valuable equipment or folders/devices holding confidential information.
7. After the rental car is returned, the employee will submit the original copy of the rental contract with the gas receipts attached to the Accountant Administrator.
8. In the event that the employee experiences car trouble with the rental car, contact the rental car company--NOT Fueltrac/Voyager.
9. Lost keys for rental vehicles are not covered under the damage waiver policy of the rental agency. If an employee loses the keys and the employee is deemed negligent, the employee will be held responsible for reimbursing OFI for the replacement costs.



January 23, 2012

John Ducrest
Commissioner

Date

KLM

Attachment:

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Mileage vs. Rental Car Justification Form