

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Travel – Car Rentals	<u>Number</u> 532
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 1

I. Purpose

To describe the procedure for procuring a rental car for travel purposes.

II. Procedure

- A. Rental Cars for College travel may be authorized when deemed more economical than mileage or common carrier.
 - 1. Rental cars should not be used for in-district travel.
 - 2. The traveler should utilize the current State of Florida contract for rental cars. The contract pricing includes the cost of insurance in the contract daily rate. The procedure with the Website link is located on the PSC Website at <https://www.pensacolastate.edu/documents/Rental-Car-Manual>.
- B. The traveler should sign out a fuel card to use with the rental car to purchase gas from the Purchasing Department.

Responsible Official:	Vice President, Business Affairs
President's Signature:	 Date: 11/05/2021