

M.1 RENTAL CAR - MANUAL FORM ONLY

- * In-town transit shuttle, taxi, metro, etc. preferred 1st choice if cost comparable,
- * Car Size: Economy/ Compact (upgrade size allowed if employees sharing)
- * Gas receipts required for reimbursement. Explanation needed if excessive over \$50.

NOT COVERED: Listed but not limited to the following:

- * **Rentals for usage by spouse/family/non-business entities.**
- * **Unlimited miles- mileage count should reflect state business activities & necessary meals only.**
- * **Any Extras/Options/Upgrades:**
Insurance, Flex-fuel (pre-paid gas), GPS, Satellite Radio, Additional Drivers, Etc