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*\*\*Remember, use of this exception must be in line with all University Travel policies, including the Travel Credits Policy which addresses credits, reduced rates or free services accruing to the University.\*\**

Cardholder Name (printed): \_\_\_\_\_

Department: \_\_\_\_\_

***By signing below, Cardholder & Approver acknowledge and accept responsibility for:***

**The car rental exception may be used to lease vehicles from Enterprise Leasing Company using the referenced contract (Contract #XZ21270) for business related travel.**

- ✓ The PCard is authorized for car rental time and distance fees, airport fees, and allowable tolls only.
- ✓ Fuel, parking and other fees **shall not be charged** to the PCard.
- ✓ The Cardholder and Approver/Reviewer are responsible for recovering fuel, parking fees, GPS and any other unauthorized charges.

***By signing below, Cardholder & Approver acknowledge & agree to:***

- ✓ Provide credit card information to Enterprise so the traveler will not have to provide the credit card at check in. State and University policy prohibits the faxing of the credit card account number to a vendor.
- ✓ Document the driver of the vehicle in the monthly ODU Reconciliation Report.
- ✓ Monitor vehicle rentals under this exception for inappropriate use.
- ✓ Recover funds from drivers for rentals that are determined not to be for State business.
- ✓ Recover funds for any charges other than car rental and allowable toll fees (parking, EZ passes, fuel, GPS).
- ✓ Forfeit use of this exception on the PCard if it is found to be used inappropriately or procedure is not followed.

***I certify by my signature below my understanding of the use of this car rental exception.***

\_\_\_\_\_ Signature of Cardholder & Date

\_\_\_\_\_ Approver/Reviewer (printed name)

\_\_\_\_\_ Signature of Approver/Reviewer & Date

PA Notes:

Please scan completed form to the PCard Program Administrators at [PCardAdmin@odu.edu](mailto:PCardAdmin@odu.edu) and allow 3-5 business days for processing: