

*Updated policy language:*

Per the **New York State Travel Manual**, “Travelers should use the most efficient and cost-effective method of transportation available.” Please keep these guidelines in mind when completing the travel requisition.

Using the **Personal vs. Rental Vehicle Cost Comparison Form** will give you a calculation of what the cost would be to take an Enterprise vehicle. If you utilize this option, please include a copy of the form when submitting your travel requisition.

If your trip is under 100 miles round trip, you may take your personal vehicle if you choose and be reimbursed at the current IRS mileage rate.

If your trip is over 100 miles round trip, you may take your personal vehicle if you choose, but you will get reimbursed the least expensive mode from the cost comparison form.

If an Enterprise vehicle is unavailable, you will need to have an email from Enterprise stating this, and you may take your personal vehicle and get reimbursed at the IRS mileage rate.