



This section only covers some key regulations and policies regarding vehicle rentals. See the Travel Regulations on the [UA Travel](#) website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

Allowable rate class is up to the cost of a full-size car from the selected vendor. Vehicles in a higher rate class require a business justification, a cost comparison for an allowable class, or documentation from the vendor that a lower rate was charged (e.g. reservation confirmation). Rate class designations are determined by each car rental vendor and not UA. If the rate class is not documented on the car rental receipt, UA uses the vehicle make and model to determine the vehicle type and associated rate class. (R05.02.06(10)(3))

UA provides liability and physical damage coverage on rental cars used by employees conducting UA business. Where available, UA employees are expected to secure rentals from UA negotiated vendors who provide additional liability and physical damage insurance. Supplemental insurance purchased through the vendor (e.g. CDW/LDW) is not a reimbursable expense for employees traveling in the US or Canada.

Add-ons such as GPS and roadside assistance should include an explanation for purchase to support the added cost. Some campuses and departments may consider add-ons non-reimbursable.