

Business and Operations

RENTAL CAR USE

SR 3420.03

Purpose:To allow the provision of a vehicle in the event no other vehicle is available.

Timeline:When rental car use is appropriate.

The County Office allows the use of rental cars since limited county vehicles are available for use. Rental cars may be used for official County Office business if the total cost is not in excess of the state allowed reimbursement for the specific miles traveled.

Insurance should be purchased when a rental car is used. The following insurance coverage must be arranged:

DW - Damage Waiver

PAI - Personal Accident Insurance

To be reimbursed for gasoline, receipts must be attached and submitted on the [Official Travel Claim form](#).

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 01/01/1993

Date Revised: 09/16/2005