

# How to Complete a Car Cost Comparison Report

1. Navigate to the travel department webpage  
<https://www.valdosta.edu/administration/finance-admin/financial-services/travel/>
2. Scroll down to the “Method of Transportation” section.
3. Choose the “Car Cost Comparison” link <https://ssl.doas.state.ga.us/vehcostcomp/>
4. This page will open.

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DEPARTMENT of ADMINISTRATIVE SERVICES

SEARCH

1. Select pick up location for cost comparison purposes:  
 Hertz Capitol Hill Location \*\*\*\*  Enterprise (In-State)  Hertz (In-State)  Compare all locations
2. Enter the number of miles:  
Business miles you plan to drive:   Miles you commute daily (round trip):
3. Enter the number of days (24 hour period) for which you plan to rent the vehicle:  or ½ Day Rental
4. Do you have access to a vehicle provided by your organization?\*\*\*  
 Yes  No
5. Select up to two types of vehicles for comparison by clicking on the icons below: **Please note:** Pick-up trucks and Full Size SUVs are only available for pick-up at the Enterprise location:

Compact Mid Size Full Size Mini Van Standard SUV 12 Passengers Van

Perform Calculations RESET

[Capitol Hill Fuel Calculation.](#)  
\* [Capitol Hill mileage rates](#) with Hertz Fuel Card (Place cursor over the words "Capitol Hill" printed in blue)  
\*\* These calculations are for planning purposes only and may not represent actual costs. Calculations include anticipated fuel cost, vehicle type at the time of rental and mileage.  
\*\*\* ½ Day Rental at the Capitol Hill location is at a reduced rate. All other locations ½ Day Rental is at the standard one day rate.  
\*\*\*\* The standard mileage reimbursement rate is \$0.67 per mile. If you have access to a vehicle provided by your organization but do not use it, the reimbursement rate is \$0.21 per mile.

5. Select “Enterprise (In-State)”
6. Enter the **round-trip** business miles you plan to travel.
7. Enter miles you may commute to/from home with rental car.
8. Enter the number of days for which you plan to rent the car. Please include the pickup and return days when calculating this number. Also, consider if you will be traveling over a weekend and will need to return the car on Monday as this will add an additional day.
9. Indicate if you have access to a fleet vehicle.
10. Approved rental vehicles are compact, mid-size or full size. Choose two for the comparison.

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2. Enter the number of miles:  
Business miles you plan to drive:   Miles you commute daily (round trip):
3. Enter the number of days (24 hour period) for which you plan to rent the vehicle:
4. Do you have access to a vehicle provided by your organization?\*\*\*  
 Yes  No
5. Select up to two types of vehicles for comparison by clicking on the icons below: **Please note:** Pick-up trucks and Full Size SUVs are only available for pick-up at the Enterprise location:

Compact Mid Size Full Size Mini Van Standard SUV 12 Passengers Van Full SUV Pickup Truck

Perform Calculations RESET

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11. Select the “Perform Calculations” button.

12. Print/Save the results

The screenshot shows a web browser window with the address bar set to 'about:blank'. The page title is 'Car Rental Cost Comparison Results'. It displays the following information:

- Number of business miles you plan to drive: 200.
- Number of commute miles you plan to drive: 0\*.
- Number of days for which you plan to rent the vehicle: 4.
- Reimbursement for driving your personal car is 200 miles x \$0.67 per mile equals: \$134.

Pickup Location	Compact	Mid Size
Enterprise (In-state)	\$183.81	\$214.09

Reimbursement for driving your personal car \$134 **Best Value**

Enterprise (In-state)--Compact	\$183.81	<b>Second Best Value</b>
Saving	\$49.81	

Dollar figures in the table above include daily rental plus estimated taxes and fuel costs (\$4 per gallon)

\*Paragraph 2.3 of the Statewide Travel Policy, normal commuting miles must be deducted when calculating total mileage reimbursement

TeamWorks Travel and Expense participating agencies should submit all car rental reservations through TTE (Concur). If you have TTE questions please send an e-mail to [sao\\_travel@sao.ga.gov](mailto:sao_travel@sao.ga.gov).

[Reserve Enterprise Car](#) [Reserve Hertz Car](#) [Close Window](#) [Print this Page](#)

*Approved car rental sizes are economy, compact or intermediate (midsize). Vans may be rented when there are more than four travelers. Other vehicle types require business related justification*

This example shows driving a personal vehicle as more cost effective; therefore, the traveler would be reimbursed Tier 1 mileage.

13. Attach the results in your expense report to claim Tier 1 mileage.