## Rent versus Reimbursement Calculator Instructions

Trying to determine if an Enterprise vehicle rental is more cost effective than employee reimbursement can be difficult. The instructions below will help you use a tool provided by Enterprise to help make this decision easier.

- The Rent vs. Reimbursement Calculator is located at the following link:
https://legacy.enterprise.com/car rental/home.do
- Click on the Business Rentals tab

- Click the Rental vs. Reimbursement Calculator hyperlink:

- Complete all six fields based on the travel event being considered.

- 1. Distance to be Traveled: Enter the total round trip miles for the travel event
- 2. Total Days in Trip: This is the total number of days the rental vehicle will be used
- 3. Car Rental Daily Rate: Enter the vehicle rental price from the Enterprise contract for the vehicle type being used. This should usually be a compact, economy, intermediate, or standard class vehicle.
- 4. Cost of Fuel: This should be current price per gallon for fuel
- 5. Reimbursement Rate: Enter the current mileage reimbursement rate. The current rate can be found on the IDOA Travel Services webpage at https://www.in.gov/idoa/2459.htm.
- 6. Rental Car Fuel Usage: Use 28 mpg . This is based on multiple sources including the U.S. Department of Entergy and Kelley Blue Book.
- 7. Calculate Results: Once all of the values have been entered click Calculate Results. The tool will calculate the costs for both renting from Enterprise and reimbursement to the employee. The more cost effective method will be highlighted.
- 8. Print this page: Click the Print this page link to document the results.


