



Car Rental & Personal Vehicle Information

This information applies to volunteers who travel on business funded by Rotary International or The Rotary Foundation of Rotary International (hereinafter referred to as "Rotary").

Rental Cars

Rotary allows travelers to rent a car at their destination if using a rental car is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles. Rental car reservations must be made through Rotary International Travel Services (RITS) at the same time airline tickets are reserved.

Vehicle Class

Book from the following rental car classes, according to the total number of passengers (driving distance of up to 200 mi/325 km is assumed unless otherwise noted):

Economy

1

Compact

2-4

Intermediate

1-4 (more than 200 mi/325 km)

Rates

RITS uses the rental car company offering the lowest rate. The prices quoted include all additional taxes and fees, and the final invoice price should match the quote. Print a copy of the priced rental reservation to use to ensure that quotes and prices match.

Insurance

While traveling in the United States or Canada, Rotary's automobile insurance provides automatic coverage for both liability and physical damage (collision and other than collision). This insurance should be waived on the rental car agreement provided by the rental company.

While traveling outside the United States or Canada, Rotary does not carry primary automobile insurance; therefore, always accept the automobile liability and physical damage (collision and other than collision) insurance coverage offered by the rental company.

Note: Rotary does not provide any type of automobile insurance coverage for rental car usage during personal travel.

At the time of rental, inspect the car with the rental agent. Note any damage found on the contract before you drive the vehicle.

Returns

Every reasonable effort should be made to return the rental car:

- To the original rental city unless approved for a one-way rental or if there are no drop-off charges.
- Intact (i.e., no bumps, scratches, or mechanical failures).
- On time, to avoid additional hourly charges.
- With a full tank of gas if required by the rental car company, in order to avoid being charged extraordinarily high gas prices.

Payment Procedures

Rental car costs will be paid using the traveler's credit card. Be sure to include a copy of the booking confirmation along with the receipt when completing the expense statement for rental car charges. If you have questions, contact RITS.



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Accident Procedures

If you are in an accident while using a rental car, you need to:

- Notify local authorities.
- Obtain/exchange insurance and personal contact information (name, phone number, and/or e-mail) with other involved parties.
- Obtain necessary medical care.
- Report the accident to the rental car company and to your staff liaison at Rotary International.
- Assist with resolving any claims.

Personal Cars

While frequent use of personal vehicles for Rotary business is not encouraged, to the extent it is necessary and cost effective, please be aware of the following:

Insurance

Travelers using their own car for Rotary business must have personal automobile insurance that meets all laws where the car will be driven. In the event of a claim, the vehicle owner's personal automobile insurance is the primary source of coverage, not Rotary's automobile insurance. Rotary's automobile insurance does not cover travelers who use their personal automobile for Rotary business.

Expenses

Expenses for mileage, tolls, and parking fees are reimbursable. Expenses resulting from accidents (including insurance deductibles), mechanical failures, driver's license fees, or traffic violations (including parking tickets) are personal expenses and are not reimbursable.

Reimbursement for Personal Car Usage

The use of a personal automobile for Rotary business will be reimbursed at the applicable rate for the locality of travel. RITS must approve any roundtrip mileage over \$350. The mileage rate accounts for fuel costs; therefore, please do not request reimbursement for fuel costs.

Traveling to/from Travel Terminals

When driving a personal car is the most economical transportation option to the airport/bus/rail terminal, you can request reimbursement for mileage expenses, tolls, and parking fees in a long-term lot.