DCS Optimizer

Required anytime you drive OVER 150 miles Round Trip (including trips both IN and OUT of your region)

Date of Travel Need	
Your NAME	
Your OFFICIAL STATION City and County	
What REGION is your OFFICIAL STATION located in?	
Your HOME is in what City/Town?	
How many miles is your commute from your Home in to your Office in county?	
What Enterprise Office will you rent from?	
How many miles will you drive to pick up the car?	
Once you rent the car will you be driving it HOME before you leave for your Trip?	
Once your trip is completed will you be driving the rental car HOME before you return it to Enterprise?	
Are you staying overnight on State Business	
What DATE and TIME will you pick up the rental car if required to drive one? (make sure to enter a time that Enterprise is OPEN)	
What DATE and TIME will you return the rental car if required to drive one? (make sure to enter a time that Enterprise is OPEN)	

Enter Your Trip below - Make sure to enter the COMPLETE ROUND TRIP -
Entry is like Edison Point to Point (City to City) - Do NOT include any Vicinity Miles
your FINAL Destination must say HOME or OFFICIAL STATION -

	Start	Destination	# of Miles	Will you be driving anywhere else?	
Enter your Trip as you would drive it IN YOUR OWN CAR					If you were driving your OWN CAR, you would be reimbursed for 0 miles

ERROR - You must enter HOME or OFFICIAL STATION on your FINAL DESTINATION ABOVE

How many miles is it from your office in County to your first destination of ?	

ERROR - You must enter a value in ALL cells above   ^^^

Submitter: Please enter any comments below that may help to explain the information on this optimizer:

Fiscal Staff Signature: Date:

Fiscal staff signature only approves the validity of which method of travel is most beneficial to the state based on the information you have provided above.

** The Optimizer must be completed and SIGNED prior to the trip.

*Attach the SIGNED copy of this worksheet on your Edison travel claim when submitting for the month

Optimizer Instructions – V4.0

General Information:

Optimizers are required any time that the worker is going to **travel over 150 miles round trip** regardless of if that trip is IN or OUT of the region (or a combination of both). Optimizers must be completed IN ADVANCE of the trip and cannot be backdated.

The Optimizer is valid for SIX MONTHS from the date of the fiscal signature on the form.

For the Worker:

The Optimizer must be completed on the computer! No hand completed forms will be accepted!

Starting on Row #1, key information into each of the YELLOW Boxes. Many of the boxes contain pick lists, use the pick lists for your responses on rows #3, #4, #9, #10, #11.

On row #6 and #8 – make sure you just enter a NUMBER (ex: 8) – do not enter any words (ex: 8 miles)

On row #12 and #13 you will enter the pick up and drop off date and time for your rental – the FORMAT is very specific – there is a popup on the screen that will show you the exact format to enter.

Row #14 contains instructions to enter your information pertaining to the detail of your actual trip. You will key in rows 18-25 the destinations for your trip using the Edison format of point to point – enter CITY or TOWN name only – do not enter addresses. Do not enter any vicinity mileage in this section. Your point to point destination mileage should be the equivalent of the point to point mileage in Edison.

Make sure that you follow the instructions stipulating that you must use Home or Official Station on your final destination that you enter. (use the PICK LIST for your START location on row #18). If you have done this correctly, the RED ERROR Message on row #28 will disappear.

MAKE SURE YOU PUT A RESPONSE IN THE YELLOW BOX ON ROW 29! And then hit ENTER!

The Red Error message on row #30 will disappear. If it doesn't disappear you have MISSED a YELLOW BOX.

You should now have a DECISION in the Box on Row #46.

The box on Row #48 is available for you to enter any necessary comments explaining your optimizer. This is useful if you have any information that is contradictory (i.e. you say you are not staying overnight on business but you have the car pickup and drop off times showing you will have the car for more than 24 hours).

Once you have completed the form – ==PRINT== it and scan the copy to the Fiscal approver for your area. (Alternatively – you can Print the document to the printer titled "Microsoft XPS Document Writer" and it will print the document as an .xps file (equivalent of a pdf). This document can then be attached to an email to your fiscal approver and does not require you to go to the printer or scan.)

Optimizers CANNOT BE BACKDATED. You MUST have a completed and SIGNED optimizer prior to your travel. (The form has the "printed on" date on the bottom which will be the verification that backdating has not occurred.) You may make your reservation online with Enterprise **after receiving the signed form back from fiscal** indicating that you should use a rental car (if a state car is not available).

You will attach your signed optimizer to your travel claim for reimbursement of mileage in your personal car or for reimbursement of gasoline purchases if a rental was used.

For the Fiscal Approver:
1. Ensure that the form is completed fully.
2. Ensure that the 2 ERROR messages have disappeared.
3. Ensure that the form has a "Response" in the BOX.
4. Ensure that the mileage entered in the point to point area is the equivalent of the mileage that Edison would give for point to point for each line listed.
5. Ensure that this is a FUTURE trip. Optimizers are not to be backdated.
6. Verify the consistency/accuracy of the data:
   a. If they state they are not staying overnight on state business, but the rental is for longer than 1-2 days – WHY? (look at the pickup and dropoff times to determine the length of the rental).
   b. Make sure AM and PM have been used correctly: i.e. 12:00 AM is midnight and Enterprise is not open at that time.
   c. Do they have their correct official station listed?
   d. Is the pickup TIME and dropoff TIME during Enterprise business hours?
   e. Review for other consistency items.
7. If all information on the form appears correct, SIGN and date the Optimizer
8. SCAN the signed optimizer and return to the submitting worker.
9. Maintain the optimizer documents per your regional protocol