

DEPARTMENT OF CHILDREN AND FAMILY SERVICES
WAIVER OF REQUIREMENT TO USE RENTAL CAR FOR TRIPS
Travel Trip Cost Effectiveness Formula

INSTRUCTIONS

Effective 05/12

1. **NAME:** Employee's name as it will appear with Human Resources
2. **PERSONNEL NUMBER:** Employee's personnel number
3. **SECTION:** Example- Child Welfare, Child Support, Fiscal Services
4. **CITY & STATE TRAVELING FROM:** Enter city and state employee will be traveling from
5. **CITY & STATE TRAVELING TO:** Enter city and state employee will be traveling to
6. **PROJECTED NUMBER OF MILES TRAVELING:** Enter the estimated number of miles you will be traveling per round trip or day
7. **TOTAL PROJECTED COST OF MILES TRAVELING UTILIZING PERSONAL VEHICLE:** Multiply the projected number of miles to be traveled by the mileage reimbursement rate and enter total
8. **TOTAL PROJECTED OVERTIME HOURS:** Enter estimated number of overtime hours. This will be the sum of **a + b + c** below.
 - a. **ESTIMATED TRAVEL TIME TO AND FROM ENTERPRISE CAR RENTAL LOCATION:**
_____ Enter estimated time to travel to and from Enterprise Car Rental by fraction of an hour (i.e. .25 of an hour = 15 minutes)
 - b. **ESTIMATED TIME TO COMPLETE PAPER WORK AT ENTERPRISE CAR RENTAL LOCATION PRIOR TO RECEIVING RENTED VEHICLE:**
_____ Enter estimated time by fraction of an hour (i.e. .25 of an hour = 15 minutes)
 - c. **ESTIMATED TIME TO COMPLETE PAPER WORK AT ENTERPRISE CAR RENTAL LOCATION WHEN RETURNING RENTAL VEHICLE:**
_____ Enter estimated time by fraction of an hour (i.e. .25 of an hour = 15 minutes)
9. **RATE OF PAY:** Enter employee's hourly rate of pay
10. **PROJECTED COST OF OVERTIME:** Multiply Total Projected _____

Overtime Hours (box 8) times Rate of Pay (box 9)

11. **NUMBER OF DAYS RENTING VEHICLE:** Enter number of days employee will be renting the vehicle

12. **CAR RENTAL COST PER DAY:**

Enter one of the following:

Compact	\$32
Mid-size/Intermediate	\$34

13. **PROJECTED CAR RENTAL COST:** Multiply Number of Days _____

Renting Vehicle (box 11) times Car Rental Cost Per Day (box 12).

14. **PROJECTED COST OF REFUELING RENTAL VEHICLE:**

- a. Enter Projected number of miles travelling (Box 7) _____

- b. Enter one of the following Average Number of Miles Travelable on Full Tank of Gas

Compact (12 gallon tank X 27 miles/gallon)
= **324** miles per full tank if you selected
Compact in Box 12

Mid/Intermediate (18 gallon tank X 27 miles/gallon)
= **486** miles per full tank if you selected
Mid-size/Intermediate in Box 12

- c. Divide Projected Number of Miles Travelling (Box a) by
Average Number of Miles Travelable on Full Tank of
Gas (Box b) = Number of re-fuels needed _____

- d. Enter Projected rate of gas per gallon _____

- e. Enter one of the following:
Compact = 12 gallons if you selected _____
Compact in Box 12
Mid/Intermediate = 18 gallons if you selected
Mid-size/Intermediate in Box 12

- f. Multiply Projected rate of gas per gallon (Box d) by
Average Number of Gallons (Box e) = Cost Per Re-Fuel _____

g. Multiply Number of Re-fuels (Box c) by Cost Per Re-Fuel _____
(Box f) = Projected Cost of Refueling Rental Vehicle.
Place this amount in Box 14.

15. TOTAL PROJECTED COST UTILIZING RENTAL VEHICLE: Enter the
sum box **10, 13 and 14.**