

A price quote is a printed comparison from an internet site; the quote must include the following components:

- the quote must be obtained on the date the PA has been approved in TEM for the business dates of travel
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- Employees must select the most economical class of vehicle. Any other class will require additional documentation for approval.
- If an accident occurs, go to the travel website and follow the outlined procedures.
- Be aware - if renting a vehicle at Wichita's Eisenhower National Airport, you will be charged extra fees.
- If renting a vehicle with personal funds or BPC, provide the _____ to the rental agency:
 - Enterprise: _____ t
- Non-reimbursable expenses for a rental vehicle include, but are not limited to:
 - Personal Accident Insurance
 - Personal Effects Insurance
 - Roadside assistance

International Travel

Lodging is reimbursed at the actual rate based on the itemized receipt. The SOK will reimburse meals based on the U.S. Department of State website <https://>

