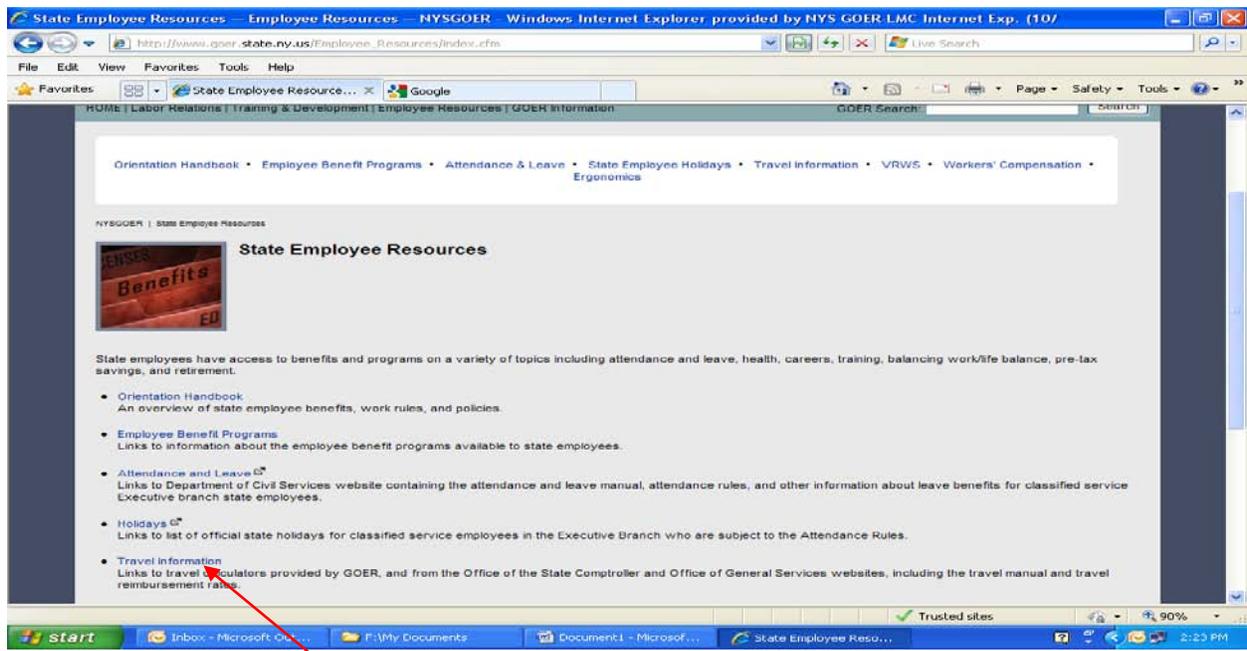


Governor's Office of Employee Relation Web Site

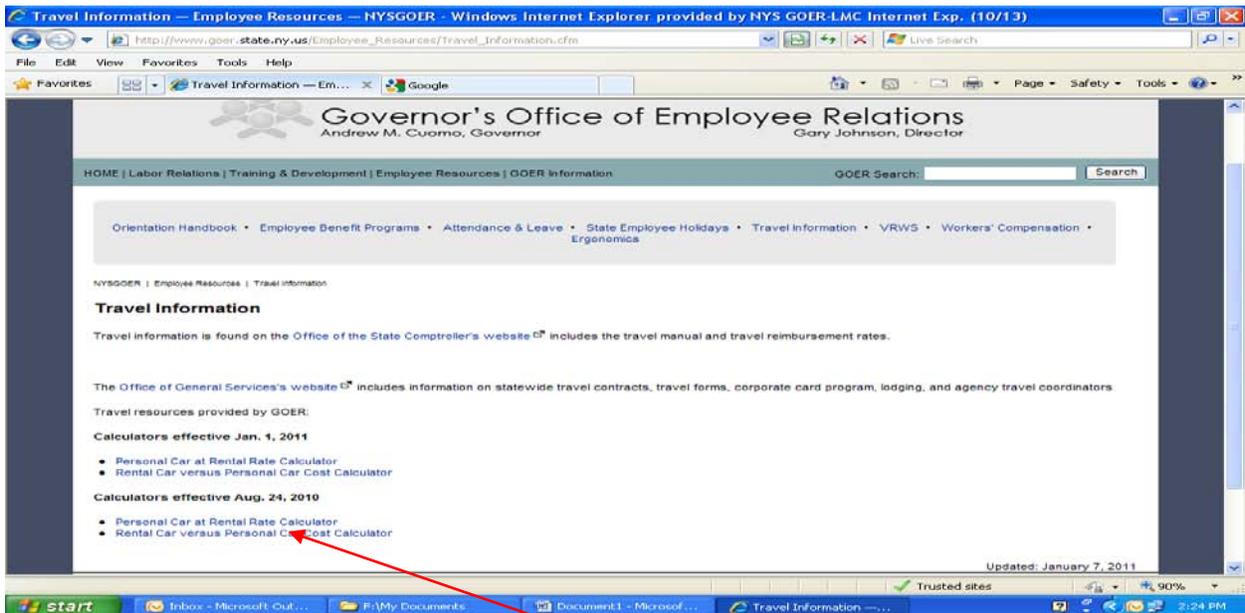
<http://www.goer.state.ny.us/index.cfm>



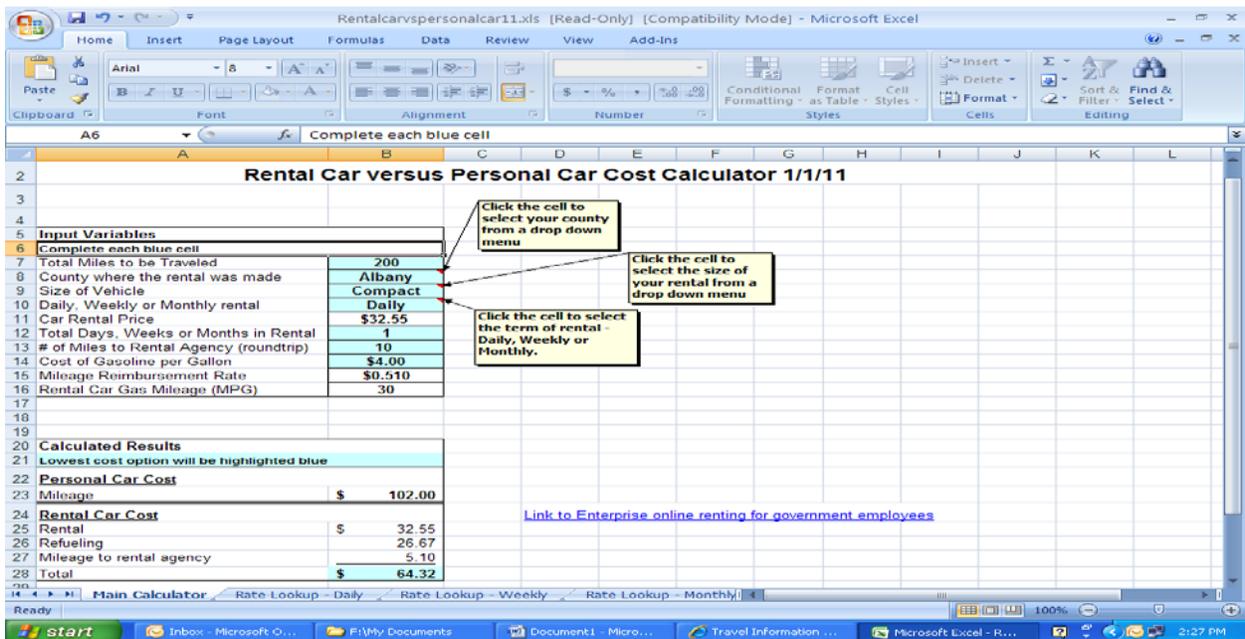
Go to GOER's web site and click on "State Employee Resources".



Click on "Travel Information".



Click on "Rental Car versus Personal Car Cost Calculator".



This is the Calculator is the one that was mandated to be used dating 8/10/09. This is used if No state vehicle is available and is more cost effective than mass transportation.

Change the information in all blue cells to what you need in the top box. There are drop down arrows to change counties, size of car and daily, weekly and monthly rate. You can click on the Enterprise link to reserve your vehicle.

Travel Information -- Employee Resources -- NYSGOER - Windows Internet Explorer provided by NYS GOER-LMC Internet Exp. (10/13)

PersonalCarAtRentalRateCalculator11.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

F15

Personal Car at Rental Rate Calculator 1/1/11

Instructions: When it is cheaper to rent a car but you would prefer to use your own vehicle, you must adjust the mileage claimed on your travel voucher to be equivalent to the cost of a rental. This form will use the variables you enter to calculate how many miles you must claim (roundtrip) to equal the cost of a rental.

Input Variables Here:

Fill in the blue boxes

Total miles to be traveled (roundtrip)	200
# of days in trip	1
County where rental was made	Albany
Size of rental vehicle	Compact
Cost of gas (per gallon)	\$4.00
Miles to rental agency (roundtrip)	10
Car rental charge (per day)	\$32.55
Mileage reimbursement rate	\$0.510
Rental car MPG	30

Click the cell to select your location from a drop down menu.

Click the cell to select the size of your rental from a drop down menu.

Calculated Results:

Lowest cost highlighted in green	
Own Car Cost	\$ 102.00
Rental Car Cost	\$ 64.32

Miles to Claim on Voucher to equal the cost of a rental:

Departure:	63
Return Trip:	63

Justification:

Complete the fields in brackets and copy this into the Comments/Justification of the travel voucher

Despite a rental being the lowest cost option from my trip on <insert date>, I chose to use my personal vehicle for convenience. The actual length of the trip was <insert miles> miles. I have adjusted the mileage on the voucher to give a reimbursement equivalent to the cost of renting a car per the GOER calculator.

Calculator Rate Lookup Counties

Done Ready 100%

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The "Personal Car at Rental Rate Calculator" is up to each agency to let employees you if the prefer to use their own vehicle when a rental would be more cost effective.