

Commonwealth of Virginia RECOMMENDED MILEAGE REIMBURSEMENT TRAVEL POLICY

To reduce costs while continuing to be an innovative leader, The Commonwealth of Virginia has implemented a recommended reimbursement travel policy with regards to business trips not requiring air travel. The Commonwealth of Virginia has determined that it is more cost effective to rent vehicles for business trips based on round trip cost per mile, while providing employees with a worry-free way to travel. Enterprise's unique "curbside pickup and based on logistics delivery" service makes it as convenient as driving your own car.

Pick-Up and Delivery service to Commonwealth of Virginia agency locations, as well as pick-up and drop off from home has been negotiated at all Enterprise locations. See below for details on these programs.

MILEAGE REIMBURSEMENT:

The Commonwealth of Virginia has determined that employees are to reserve a midsize vehicle when the trip meets designated mileage minimums. This program will eliminate the potential costs and headaches for employees associated with using personal cars for business travel. Some of which are listed below:

- No wear and tear on personal vehicles
- Current model year, reliable vehicles
- No costs associated with maintenance, breakdowns, accidents, etc...
- 24-hour roadside assistance
- Variety of makes & models to accommodate all transportation needs
- Increased employee morale and satisfaction

Based on rates negotiated with Enterprise, The Commonwealth of Virginia has determined that employees are to reserve a midsize vehicle when the trip meets mileage minimums as designated below, currently our average trip is **119 miles per day which would cost \$0.472 per mile with Enterprise**:

Reimbursement Blind Spots	Current State	Utilizing Enterprise Mobility
Insurance Verification / Indemnification	Has employee's personal insurance been verified? Has employee added business use to personal policy	Enterprise carries full damage waiver and \$1M in third party liability. This not only limits the agency exposure but limits our employees out of pocket.
Employee Vehicle Condition	Currently the average vehicle on the road is 12.5 years old. Validating recalls and vehicle condition poses challenges	Enterprise carries the latest models and have a refreshed fleet with 2024 models. This improves agency image when traveling for business and employee moral.
Maintenance	Per AAA, cost to employee on per mile basis to use owned vehicle has risen 37% to \$.81/mile	All maintenance is inclusive and there is not an out-of-pocket expense to the employee

TRIP LENGTH	Current IRS Mileage Rate	Utilizing Enterprise and Cost
100 miles	\$0.67 a mile	\$0.542 per mile
200 miles	\$0.67 a mile	\$0.321 per mile
300 miles	\$0.67 a mile	\$0.247 per mile
400 miles	\$0.67 a mile	\$0.211 per mile

PICK-UP AND DROP OFF FROM HOME/OFFICE:

Enterprise's service is available to all employees during Enterprise's normal business hours. The hours may vary by location. Please check hours at time of reservation or visit www.enterprise.com for a location listing by zip code. The home pick-up option is available through Enterprise for Round Trip travel under shuttle specific guidelines below along with a delivery or curbside pick-up option.

Low-Touch Rental Experience

Enterprise is launching rental process enhancements, including advance check-in. Across all brands, Enterprise is accelerating efforts to offer new rental experiences which include curbside pick-up and delivery.

Enterprise will call you before your reservation to confirm. You must have a valid driver's license and credit card with you to complete the transaction and receive a vehicle.

- When you return from your trip, please return the vehicle to the designated Enterprise location and the staff will provide you with a ride home or pick up the vehicle from the delivered area.
- Many Enterprise locations have parking facilities that are suitable for holding customer vehicles for day trips. If you prefer to leave your vehicle, at your own risk, on the Enterprise lot for the duration of your trip, this may be available. Check with your local Enterprise office for details regarding this service.

Enterprise can assist each agency with tracking the cost effectiveness of this program over the next year, so we ask that all agencies consider adopting this recommended travel policy. The Commonwealth of Virginia would like to thank all employees in advance for their cooperation.