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**Financial Management**

**SELECTION OF AUTOMOBILE RENTALS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 65-1, *Management of Financial Services* and Air Force Policy Directive 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It provides guidance for all members/employees assigned to the 913<sup>th</sup> Airlift Wing on selecting the appropriate type of automobile rental when used for official government business.

**1. Authorization.** An orders approving official may authorize/approve a vehicle rental when advantageous to the government. A traveler's personal preference or minor inconvenience shall not be the basis for authorizing/approving rental vehicle use.

**2. Reservation.** When authorized/approved, it is mandatory to obtain the vehicle through the Commercial Travel Office (CTO), when available. Our local CTO is run by Omega World Travel, has an office in Bldg 203, Room 125, is normally opened Monday through-Friday 0730-1600 hours, and may be contacted at DSN 991-2022. If the local office is unavailable, worldwide reservations may be made 24-hour/day by calling 1-800-US-OMEGA. This service can be expedited if the caller uses the code **B08A** to identify our local Omega World Travel to the nation reservations office.

**3. Selection.** When selecting commercially rented vehicles, the lowest cost rental vehicle that meets the mission requirements *must* be selected. Supervisors and orders approving officials are responsible for determining the lowest cost rental vehicle type (i.e., economy, intermediate, mini van) that meets the traveler's official requirements, and conveying that information to the traveler prior to making reservations. When the traveler (or his representative) requests a vehicle reservation, the CTO will reserve the type of vehicle requested without regard to whether that type is the least expensive to accomplishing the mission. It is not the CTO's responsibility to know the type of vehicle required by the mission.

**4. Reimbursement.** Upon completion of the TDY, the traveler will prepare a claim for reimbursement on a DD Form 1351-2, **Travel Voucher or Subvoucher** (JUL 2002). The supervisor's signature in Block 20c. will verify that the type of rental vehicle for which reimbursement is being claimed was the least

expensive type for accomplishment of the mission. If the supervisor determines that the traveler is claiming reimbursement for a vehicle type more expensive than authorized, he should not sign Block 20c. until the traveler has adjusted the claim to the authorized amount.

4.1. If a CTO was used to arrange for a vehicle rental, then evidence of such arrangement must be attached to the DD Form 1351-2.

4.1.1. Under normal circumstances, this will be an itinerary printed on Omega letterhead.

4.1.2. If arrangements were made using the 24 hrs/day telephone service, they will gladly fax a copy of the itinerary to the traveler upon request.

4.1.3. If arrangements were made for aircrew members under the Prime Knight program, the traveler should obtain from the Prime Knight Manager a copy of the Memorandum of Agreement they made with their local CTO and attach this to the DD Form 1351-2.

4.2. If the traveler failed to use a CTO, the supervisor must ensure that the travel voucher includes a sufficient explanation of the circumstances. If a CTO was available but not used, the traveler may be subject to disciplinary action and reimbursement will be limited to what it would have cost if a CTO had made the rental vehicle arrangements.

**5. Key Point.** It is very important that the traveler (or his representative) know the type of vehicle authorized *before* making a reservation, and that it will be the supervisor's signature on the travel voucher that will indicate to the Travel Office the appropriate level of reimbursement.

TIMOTHY J. THOMSON, Colonel, USAFR  
Commander