

4. Enterprise, National and Hertz employees traveling for university contractors. It is at the traveler's discretion which rental company is utilized.
5. Personal travel destinations should not be included in business travel expense.
6. Travel-related expenditures should include travel arrangements.

The following policy is in effect:
Accounts Payable
institutional central administrative office.

cc: Thomas G. Coligan, JCU President
Elaine Russell, Institutional Association