

Should I rent a vehicle rather than take my personal vehicle on business?

- *Putting excess miles on my personal vehicle increases repair and maintenance bills that will not be reimbursed. Excess miles will also depreciate my vehicle quicker. If I lease my personal vehicle, extra miles may cost me at the end of my lease term.
- *Taking my personal vehicle exposes my personal insurance coverage. I will have to pay my deductible and/or see an increase in my premium if in an accident.
- *Is my personal vehicle properly maintained (tires, brakes, etc.) and safe? If not, am I exposing myself to a liability lawsuit if in an accident and found at fault due to a safety issue?
- *Do I have the proper insurance coverage (business rider) when I use my vehicle on business? If not, will my insurance company deny the claim and make me pay for all the repairs and liability? The Commonwealth's rental program provides damage coverage to the rental vehicle and potentially less exposure in liability lawsuits**.
- *Breakdown service is provided with a rental rather than being "on my own" if in my personal vehicle.
- *Does my personal vehicle have all the updated safety features of a newer vehicle? Do I have anti-lock brakes, airbags, etc.?
- *Is my personal vehicle the best option for the trip? Do I need a four wheel drive vehicle on a snowy day? Is my vehicle large enough to have my coworkers drive with me to a meeting?
- *Renting provides a choice of a "virtual vehicle" which can help in situations of 1-car families or those who carpool to work.
- *No tax implications at the end of year when I fill out IRS forms. Mileage expense is auditable by the IRS but if I rent, I would not have to worry about an IRS audit of business miles.
- *Over 200+ rental locations are available in the Commonwealth for convenient renting of vehicles through the *preferred car rental vendors*. There are over 12 preferred rental offices within 15 miles of the Capitol Complex and locations close to every Commonwealth office building throughout Pennsylvania. Convenient neighborhood locations can be utilized near your home residence. Delivery options may be available to office buildings.

Per Commonwealth travel policy, the rental of a vehicle is allowed as determined in the [Travel Manual 230.1](#) and [Management Directive 230.10](#).

**providing there is no violation of the rental agreement, i.e. reckless driving, alcohol, drug use, etc.