

Department of Physics

Car Hire Guidance

25th October 2011

1. The University regulation 7.4 specifies that hired vehicles must be used for business journeys only – all private use is forbidden.
<http://www.admin.ox.ac.uk/finance/expenses/paymentsmanual/74privateandhiredvehicles/>
2. **Hiring a vehicle for use in or around Oxford:** the University requires that the vehicle is paid for via the payments system raising a Request To Order (RTO). The following suppliers recognise the University's insurance and waive their own insurance charges.

Hotson Eurodrive	01865 715 500
Northgate Rentals	01865 244 477
Enterprise Car Rentals	01865 202 088
Budget	01865 724 884

There are restrictions on taking a vehicle home, and commuting between home and your normal place of work – please see 7.4.

If the vehicle is to be hired for more than 14 days you are required to advise the Insurance Office in advance so that they can include the car on their insurance declarations. Periods of less than 14 days are covered by a retrospective declaration made by Finance on your behalf. <http://www.admin.ox.ac.uk/finance/insurance/travel/>

3. **Hiring a vehicle that is part of a journey away from Oxford:** It is preferred that you use an RTO and a preferred supplier as in 2 above. If the vehicle is hired in the UK, it may be possible to hire the car on Oxford University's insurance. Please check when ordering.

When travelling **away** from Oxford, it is permissible to hire a car in the same way as you book flights or hotels. Hire costs can then be reclaimed on expenses provided that you state on the expense claim that the car hire was for **business purposes only**.

If the vehicle is to be hired for more than 14 days **in the UK** you are required to advise the Insurance Office in advance so that they can include the car on their insurance declarations. Periods of less than 14 days are covered by a retrospective declaration made by Finance on your behalf. <http://www.admin.ox.ac.uk/finance/insurance/travel/>