

Trip Optimizer

Office of Administration

About the Trip Optimizer

The Trip Optimizer assists state agencies in determining the most cost effective travel option for in-state single trips between the different options: *State Vehicle, Rental Vehicle, Mileage Reimbursement*.

The State Vehicular Travel Policy ([SP-12](#)) establishes guidelines for determining the most cost effective and reasonable mode of travel. State agencies may require more restrictive policies.

Prior to a trip, agencies and employees are required to use the [Trip Optimizer](#) or other equivalent method to ensure they use the most cost effective vehicle option.



Internet Browser Requirements

When you first visit this site there should be a message at the top or bottom of your browser asking for your permission to share your location.

This site relies on several Google mapping technologies to help facilitate the mapping of your trip and requires network connectivity to those services in order to use this site. This is a feature of your browser that is used to approximate your current location.

For your browser to work be sure to grant permission to use your current location - this information will be used to set the default start and end location of your trip.



In State Travel Options

State vehicle



State vehicles owned by agencies

Motor Pool



Jefferson City based motor pool available 24 hours per day, 7 days a week ([OA Carpool](#)).

Rental vehicle



State of Missouri rental vehicle contract with [Enterprise](#) and [Hertz](#)

Mileage
Reimbursement



Personal vehicle mileage rates:
Standard and Fleet Rate [link](#)

Please also consider Train [Amtrak](#) and Ride-Sharing for your travel needs.



Go to: <https://tripoptimizer.mo.gov/>



- * Employee name and email
- * Jefferson City based employee? (Y/N)

- * Purpose of trip
- * Travel begin and end date/time
- * Number of occupants

- * Vehicle class
- * Start and end location
- * Destination(s)



Using the Trip Optimizer

Go to: <https://triptimizer.mo.gov/>

* = Required information

Employee Information

* Employee Email:

first.last@agency.mo.gov

* Employee Name:

First Last

Are you a Jefferson City based employee?



Jefferson City based employees can utilize the OA motor pool. Vehicles are available 24 hours per day, seven days per week.

Uncheck the box if you are NOT a Jefferson City based employee.

Trip Information

* Purpose of Trip/Agency Comments:

Test

Travel Begin Date: 10/17/2018 at 08:00 AM

Travel End Date: 10/17/2018 at 5:00 PM

Number of Occupants 1 Vehicle Class Compact Sedan

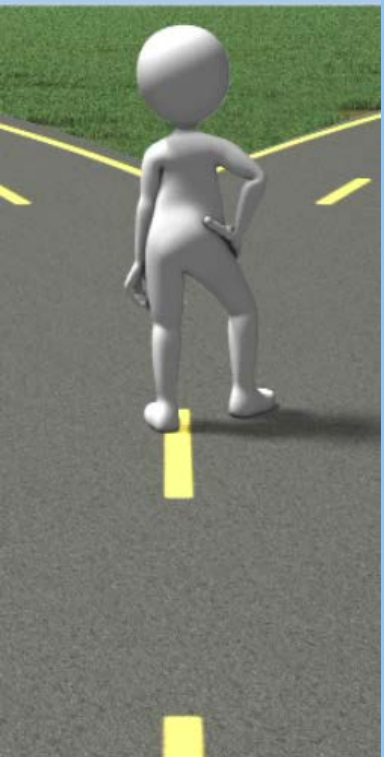
Default vehicle type: Compact Sedan

Number of Occupants 1 Vehicle Class Full Size Sedan

Please elaborate on the need for full size sedan when the number of occupants is less than 3

justification needed

A Full Size Sedan requires justification when number of occupants is less than 3



Using the Trip Optimizer (continued)

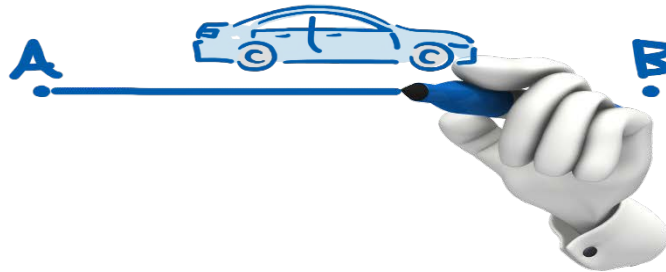
Start Location

Not the correct starting address? Click [here](#) to change it.

* 301 West High Street, Jefferson City, MO, USA

Destination #1

* 615 East 13th Street, Kansas City, MO, USA



End Location

Not the correct ending address? Click [here](#) to change it.

* 301 West High Street, Jefferson City, MO, USA

As you begin typing your destination address, please select the address from the dropdown returned by Google. If Google does not recognize the address, enter a nearby address.

If you provide an address that Google cannot locate, your report will not generate.



Using the Trip Optimizer (continued)

Destination # 1

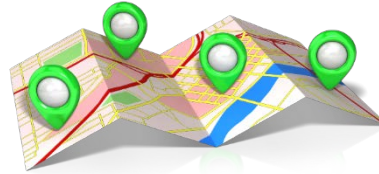
* 615 East 13th Street, Kansas City, MO, USA

Do you anticipate driving additional miles at this location? No Yes

Reason for additional miles:

miles from training location to hotel

Additional miles: 20



Add additional miles at each location for a complete cost per option report.

Available Travel Options

Telepresence could be an option for this trip. It is available at your start location and at least one of your destinations. Please explain why you are not able to utilize telepresence services for this trip.

Training - in person attendance needed

When telepresence is an option, please explain why you are not able to utilize it for your trip.

The report will not generate without it.



Alternative to Travel

Video-Conferencing: <https://uc.mo.gov/video-conferencing>

If you are travelling between St. Louis and Kansas City, consider telepresence to reduce travel time and expense.



Telepresence units are located in the following areas:

- *Harry S. Truman Building, Suite 510, 301 W. High St., Jefferson City, MO*
- *Wainwright State Office Building, 9th Floor, 111 N. 7th St., St. Louis, MO*
- *Fletcher Daniels State Office Building, Suite 503, 615 East 13th St., Kansas City, MO*

Online Meetings through Web Ex: <https://uc.mo.gov/online-meetings>

Consider scheduling an online meeting through Web Ex if your in-person appearance is not required.

- Meet with vendors or staff located anywhere
- Reduce travel time by hosting an online meeting
- Train your staff using online meetings
- Web Ex features: virtual whiteboard, sharing documents and screen share



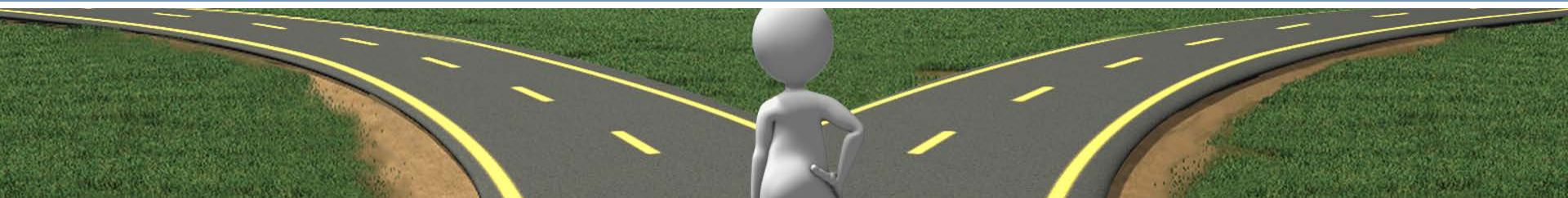
OA Carpool & Rental Calculation Example (Jefferson City based)

	Travel Option	Total Cost	Per Mile Cost
<input checked="" type="radio"/>	OA Car Pool - Compact Sedan You will be billed for: 1 day.	42.76	0.16197
	Reservations Rates More Info		
	The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.		
<input type="radio"/>	Hertz - Compact Sedan You will be billed for: 1 day.	43.78	0.16583
	Reservations Rates More Info		
<input type="radio"/>	Enterprise - Compact Sedan You will be billed for: 1 day.	46.08	0.17455
	Reservations Rates More Info		
<input type="radio"/>	Mileage Reimbursement (Standard Rate)	97.68	0.37
<input type="radio"/>	Mileage Reimbursement (Fleet rate)	68.64	0.26

Example Trip: (Rental Cost includes fuel)
Jefferson City to St. Louis and back
in 1 day in a Compact Sedan.

When a state vehicle is available to the employee and the employee elects to drive a privately owned vehicle, the maximum reimbursement rate for an employee shall be limited to the established state fleet rate.

When a state vehicle is not available, but a rental vehicle is reasonably available and is a lower cost option for the trip, the maximum mileage reimbursement for the employee shall not exceed the cost of the rental option, including the cost of fuel.



Mileage Reimbursement Calculation Example (Jefferson City based)

Example Trip:

Jefferson City to St. Louis Airport and back in 5 days in a Compact Sedan.

	Travel Option	Total Cost	Per Mile Cost
<input checked="" type="radio"/>	Mileage Reimbursement (Standard Rate)	88.06	0.37
	OA Car Pool - Compact Sedan You will be billed for: 5 days.	116.42	0.48916
<input type="radio"/>	Reservations Rates More Info The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.		
<input type="radio"/>	Hertz - Compact Sedan You will be billed for: 5 days.	158.32	0.66521
	Reservations Rates More Info		
<input type="radio"/>	Enterprise - Compact Sedan You will be billed for: 5 days.	169.82	0.71353
	Reservations Rates More Info		
<input type="radio"/>	Mileage Reimbursement (Fleet rate)	61.88	0.26

Example Trip:

Jefferson City to Columbia and back in 1 day in a Compact Sedan.

	Travel Option	Total Cost	Per Mile Cost
<input checked="" type="radio"/>	Mileage Reimbursement (Standard Rate)	22.94	0.37
	OA Car Pool - Compact Sedan You will be billed for: 2 days.	43.58	0.70290
<input type="radio"/>	Reservations Rates More Info The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.		
<input type="radio"/>	Hertz - Compact Sedan You will be billed for: 2 days.	61.47	0.99145
	Reservations Rates More Info		
<input type="radio"/>	Enterprise - Compact Sedan You will be billed for: 2 days.	66.07	1.06565
	Reservations Rates More Info		
<input type="radio"/>	Mileage Reimbursement (Fleet rate)	16.12	0.26



Printing and Emailing your Report

Travel Option	Total Cost	Per Mile Cost
OA Car Pool - Compact Sedan You will be billed for: 2 days.	61.76	0.23394
<input checked="" type="radio"/> Reservations Rates More Info		
The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.		
Hertz - Compact Sedan You will be billed for: 2 days.	72.78	0.27568
<input type="radio"/> Reservations Rates More Info		
Enterprise - Compact Sedan You will be billed for: 2 days.	77.38	0.29311
<input type="radio"/> Reservations Rates More Info		
Mileage Reimbursement (Standard Rate)	97.68	0.37
Mileage Reimbursement (Fleet rate)	68.64	0.26

Savings Information	
Percentage Savings:	11.14%
Cost Savings Amount:	\$6.88

Generate Tripoptimizer Report

Include driving directions in report

Generate Report


To generate your report, select travel option and click the blue 'Generate Report' button.

Check the box to include driving directions in report if needed.

To print report as PDF, right mouse click on the report and select 'print'.

To email report to yourself and print, click on 'Email.' It will auto populate your email – you can add up to three email addresses to send report.

Report View



Missouri Office of Administration - Trip Optimizer
<http://trpopimizer.mo.gov>

Date: 01-30-19 @ 09:19:41

EMPLOYEE INFORMATION	
Employee Name:	First Last
Employee Email:	first.last@agency.mo.gov
Jefferson City based employee:	Yes

TRAVEL PLAN

Travel Begin Date: 02042019 03:03 AM Travel End Date: 02052019 5:30 PM

Number of occupants: 1

Purpose of the trip: state business

From	To	Distance	Additional Mileage / Reason
Harry D Truman State Office Building, 501 W High St, Jefferson City, MO 65101, USA	St. Louis, MO, USA	132	
St. Louis, MO, USA	Harry D Truman State Office Building, 501 W High St, Jefferson City, MO 65101, USA	132	
Total Miles		264	

TELEPRESENCE

Was telepresence an option: Yes

Reason why telepresence is not being utilized as an alternative for this trip: in person meeting required

TRAVEL OPTION		
Option	Total Cost	Cost Per Mile
<input checked="" type="radio"/> OA Car Pool - Compact Sedan	61.76	0.23394
<input type="radio"/> Hertz - Compact Sedan	72.78	0.27568
<input type="radio"/> Enterprise - Compact Sedan	77.38	0.29311
<input type="radio"/> Mileage Reimbursement (Standard Rate)	97.68	0.37
<input type="radio"/> Mileage Reimbursement (Fleet rate)	68.64	0.26

To print report as PDF, right mouse click on the report and select "print". Or you can email to yourself and print.

Email **Close**

Enter email addresses to send report...

first.last@agency.mo.gov

Send

Travel Options – Links

Travel Option	Total Cost	Per Mile Cost
Hertz - Compact Sedan You will be billed for: 1 day.	66.73	0.13454
Reservations Rates More Info		
<input checked="" type="radio"/> Each Hertz location is independently owned and their grace period and/or late charges may differ from what is represented on this report. This report reflects how a majority of Hertz locations bill for the grace period or late charges but it may vary depending on the location used. The hourly rate is based on the contracted rate and will not differ by location.		
Enterprise - Compact Sedan You will be billed for: 1 day.	69.03	0.13917
Reservations Rates More Info		
<input type="radio"/> State - Compact Sedan	92.85	0.19
<input type="radio"/> Mileage Reimbursement (Standard Rate)	183.52	0.37
<input type="radio"/> Mileage Reimbursement (Fleet rate)	128.96	0.26

Savings Information	
Percentage Savings:	3.45%
Cost Savings Amount:	\$2.30


Generate Tripoptimizer Report

Include driving directions in report

Generate Report

Links available for all travel options:

- Click on “Reservations” link to reserve your vehicle
- Click on “Rates” to review the current rates
- Click on “More Info” to view site the on-line reservation system, rates, locations, and more.



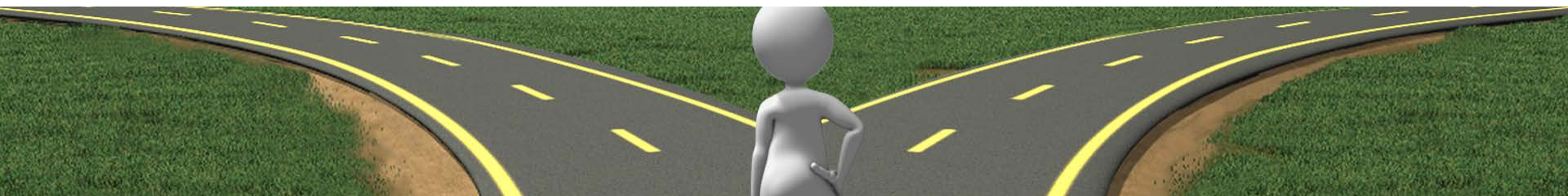
This content cannot be displayed in a frame

To help protect the security of information you enter into this website, the publisher of this content does not allow it to be displayed in a frame.

What you can try:

- Open this content in a new window

Open in new window to access link info



Things to consider: OA Carpool Early Pickups

Early Pickups

The standard daily rate is based on a 24 hour day and includes a two hour grace period on the last day of the trip.

Rental time starts at the time of pickup.

Travel Begin Date: 10/10/2018 at 5:00 PM

Travel End Date: 10/11/2018 at 8:00 PM

Number of Occupants 1 Vehicle Class Compact Sedan

Travel Option	Total Cost	Per Mile Cost
OA Car Pool - Compact Sedan You will be billed for: 2 days.	69.30	0.22141

[Reservations](#) [Rates](#) [More Info](#)

The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.

Rental time over 26 hours due to early pickup.
Agency will be billed for 2 days.

Reduce the cost by picking up on the day of your departure

Travel Begin Date: 10/11/2018 at 08:00 AM

Travel End Date: 10/11/2018 at 8:00 PM

Number of Occupants 1 Vehicle Class Compact Sedan

Travel Option	Total Cost	Per Mile Cost
OA Car Pool - Compact Sedan You will be billed for: 1 day.	50.30	0.16070

[Reservations](#) [Rates](#) [More Info](#)

The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.

COST EFFECTIVE

Agency will be billed for 1 day.



Things to consider: Travel to Airport

Travel to Airport

Consider a one way rental through Enterprise/Hertz or mileage reimbursement when travelling to the airport.

OA Carpool will bill for each day the vehicle is parked at the airport.

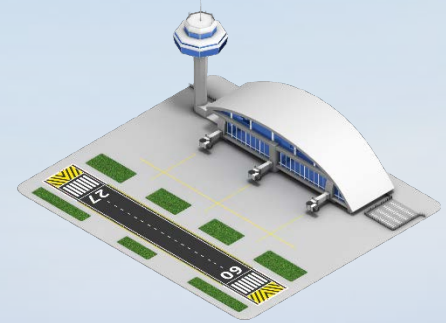
Also factor in parking fees as additional cost

when opting for a

state vehicle or



	Travel Option	Total Cost	Per Mile Cost
<input checked="" type="radio"/>	Mileage Reimbursement (Standard Rate)	89.17	0.37
	OA Car Pool - Compact Sedan	119.10	0.49419
	You will be billed for: 5 days.		
<input type="radio"/>	Reservations	Rates	More Info
	The MSP Pool location is open 24 hours per day, seven days per week. Please use the MSP location to pick up a pool vehicle outside normal business hours.		
	Hertz - Compact Sedan	163.33	0.67772
<input type="radio"/>	You will be billed for: 5 days.		
	Reservations	Rates	More Info
	Enterprise - Compact Sedan	174.83	0.72544
<input type="radio"/>	You will be billed for: 5 days.		
	Reservations	Rates	More Info
<input type="radio"/>	Mileage Reimbursement (Fleet rate)	62.66	0.26



Helpful Links

- [Trip Optimizer](#)
- [OA Carpool](#)
(Reservations, Rates, Locations)
- [Enterprise](#)
(Reservations, Rates, Locations)
- [Hertz](#) (Reservations, Rates, Locations)
- [Missouri Travel Portal](#)
(Hotels, Flights, Trains, Vehicles, Travel Resources)
- [Mileage Reimbursement](#)
(Standard and Fleet)



Policy Links



- [State Vehicle Policy \(SP-04\)](#)
- [State Travel Policy \(SP-06\)](#)
- [State Vehicular Travel Policy \(SP-12\)](#)
- [OA Carpool Policies and Procedures](#)



QUESTIONS?

More Information?



Please discuss individual travel decisions with your supervisor and seek additional guidance with your agency travel coordinator.

Office of Administration
General Services – Fleet Management
Fleet.Management@oa.mo.gov

Phone: 573-751-4534

Fax: 573-751-7819

Website: <https://oa.mo.gov/general-services/state-fleet-management>