

*This FAQ, Frequently Asked Questions, document represents questions that have been asked & answered regarding the mandatory use of Enterprise Rent-a-Car and National Car Rental to meet the rental vehicle requirements of The University of Kansas.*

## VEHICLE RENTAL FAQ'S

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# VEHICLE RENTAL FAQ'S

## WHO IS ENTERPRISE HOLDINGS?

Enterprise Holdings Inc., through its regional subsidiaries, operates the **Enterprise Rent-A-Car** (Enterprise), **National Car Rental** (National) and **Alamo Rent A Car** brands via more than 9,000 fully staffed neighborhood and airport offices in 80 countries and territories.

This robust global network provides a comprehensive portfolio of transportation solutions. KU is currently utilizing their **Vehicle Rental** and **CarShare** solutions. Some solutions are not available in our region at this time, but in the near future, their **Truck Rental** solution will become another solution that is available KU.

## BASIC INFORMATION

### HOW DO I KNOW IF I SHOULD RENT A VEHICLE OR DRIVE MY OWN CAR AND REQUEST REIMBURSEMENT?

Clicking on... <http://procurement.ku.edu/travel-information>, links you to the "**Car Rental vs. Personal Mileage Reimbursement Calculator**" spreadsheet. Displayed below are two examples, (1) driving 50 miles roundtrip and (2) driving 200 miles roundtrip. The spreadsheet, utilizes a formula and the information entered to calculate and clearly displays the option that is in the best interest of The University of Kansas.

#### Example Driving 50 Miles

Calculated Results	
<b>Personal Vehicle</b>	
Total Reimbursement Expense	\$27.00
<b>Rental Car Cost</b>	
Rental	\$34.50
Avg. Miles Driven per Day	50
No Over Mileage Charge	\$0.00
No KS Sales Tax	\$0.00
Fuel	\$3.73
<b>Total</b>	<b>\$38.23</b>
<b>Cost per Mile to Rent</b>	<b>\$0.765</b>
More cost effective to reimburse mileage for personal vehicle.	

#### Example Driving 200 Miles

Calculated Results	
<b>Personal Vehicle</b>	
Total Reimbursement Expense	\$108.00
<b>Rental Car Cost</b>	
Rental	\$34.50
Avg. Miles Driven per Day	200
No Over Mileage Charge	\$0.00
No KS Sales Tax	\$0.00
Fuel	\$14.93
<b>Total</b>	<b>\$49.43</b>
<b>Cost per Mile to Rent</b>	<b>\$0.247</b>
More cost effective to rent.	

## WHEN MAKING A RESERVATION, HOW DO I KNOW WHEN TO USE ENTERPRISE AND WHEN TO USE NATIONAL?

- Rent from Enterprise when you're renting a vehicle locally.
- Rent from National when flying into a commercial airport serviced by National. The traveler will experience a better travel experience.
- If the airport isn't serviced by National, then use Enterprise.

## WHERE CAN I LOCATE KU'S POLICY RELATING TO RENTAL VEHICLE OCCUPANCY AND INSURANCE COVERAGE?

The policy governing Rental Vehicle Occupancy and Insurance Coverage can be found by clicking on the link displayed below.

<https://policy.ku.edu/Procurement/Rental-Vehicle-Occupancy-and-Insurance-Coverage>

## WHAT ARE THE REQUIREMENTS OF ANYONE RENTING A VEHICLE?

- Must have a Valid Driver's License
- Must have a KU ID, a P-Card, Declining Balance P-Card or a Personal Credit Card
- Must be 21 years of age with the exception of renting a 12 or 15-Passenger Van
- Must be **25** years of age to rent and/or drive a 12 or 15-Passenger Van

## IS IT MANDATORY THAT ENTERPRISE OR NATIONAL BE USED WHEN RENTING VEHICLES?

Yes. The contract with Enterprise Leasing Company of Kansas, LLC, is a **university mandated contract**.

- The university negotiated a mandatory rental contract with Enterprise Holdings covering the ***United States, Canada, Puerto Rico*** and the ***District of Columbia***.
- This contract includes ***CDW, Collision Damage Waiver***, for all vehicles including the rental of 12 and 15-Passenger Vans. The cost of CDW is included in the daily rate.
- Therefore, any vehicle rented for university business, regardless of funding, must be booked with one of the aforementioned companies and must be reserved using the KU departmental account code or contract number.
- For any vehicles rented in countries outside of the U.S. and Canada, the university **strongly recommends** the purchase of additional collision & liability coverage.

**PLEASE NOTE:**

The purchase of collision insurance may **not** be an allowable expense on grant funding. Please verify with KU Research before purchasing collision coverage on grant funds.

WHEN MAKING A RESERVATION, DO I NEED TO PROVIDE KU'S CLIENT ID?

Yes.

<b>CLIENT ID:</b>	<b>XZ05189</b>
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WHAT ARE WE EXPECTED TO DO IF ENTERPRISE OR NATIONAL DOES NOT SERVICE AN AREA?

- If Enterprise or National services the area from which you are arriving or departing, it is mandatory that you rent your vehicles from them.
- If Enterprise or National does not service the area from which you are arriving or departing, you may select another provider to meet your needs.
- If a KU employee needs to rent a vehicle and is in an area not served by the companies listed above and does not use the university P-card (UKANS and/or KURES P-card), collision coverage must be purchased.

**PLEASE NOTE:**

If collision coverage is not purchased, as articulated in the sections above, and the vehicle is involved in an accident, the individual and/or the KU unit that employs the individual will be required to cover the cost of damages.

IF MY RESERVATION HAS BEEN SCHEDULED, CONFIRMED AND I NEED TO CANCEL, IS THERE A CANCELLATION CHARGE?

No. You are only charged if you actually pick up the car and drive it.

## WHEN I PICK UP MY VEHICLE WILL IT HAVE A FULL TANK OF GAS?

While it's possible that your vehicle will have a full tank of gas when you pick it up, that may or may not be the case.

Enterprise offers three (3) Fuel Options on return of your vehicle.\*

1. KU employees can fill the tank with fuel "prior to" returning the vehicle.
2. Prepaid Fuel
3. Post Paid Fuel (**University employees are strongly encouraged NOT to use this service.**)

\*Fuel Options are discussed more in depth later in this document. Referring to the index, press <Ctrl + F> Search and then enter Fuel Options.

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## CONTACTS

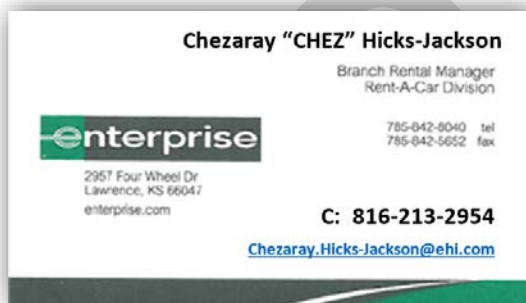
## WHO IS KU'S ENTERPRISE AND NATIONAL ACCOUNT EXECUTIVE?

**Kim Heuermann** is the Business Rental Sales Executive responsible for KU's account. Displayed below is Kim's Business Card.



## WHO IS THE LAWRENCE BRANCH MANAGER?

Currently, **Chez Hicks-Jackson** is the Lawrence Branch Manager. Displayed below is Chez's Business Card.

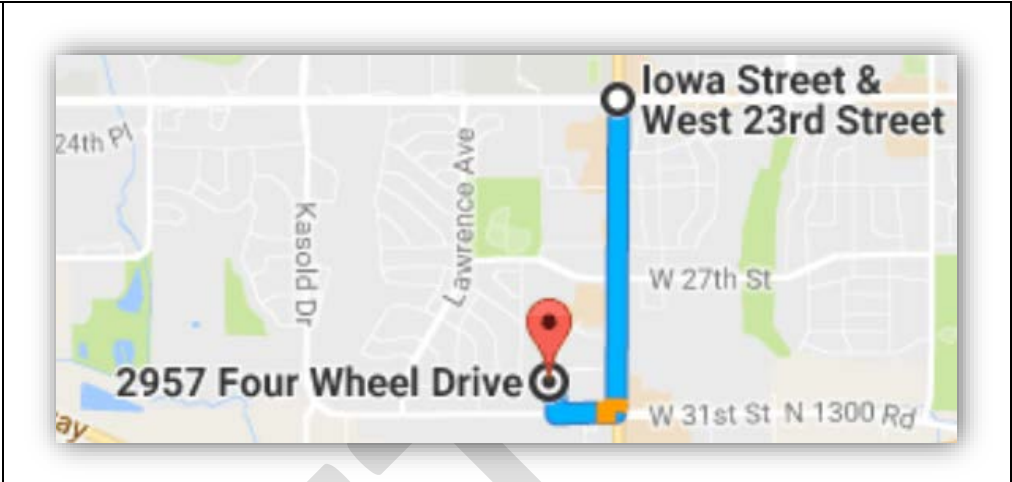
**PLEASE NOTE:**

- When dialing the local Enterprise Branch (785-842-8040), you'll hear a recording. Immediately Press \* twice.
- If you do not Press \* twice, their system automatically transfers you to an out of state call center.
- Pressing \* twice overrides this function and allows you to speak to a local Enterprise Representative.



WHERE IS THE LAWRENCE ENTERPRISE BRANCH LOCATED?

Enterprise Rent-a-Car  
2957 Four Wheel Drive  
Lawrence, KS 66047  
785-842-8040 (Press \* \*)



WHERE CAN I PARK MY PERSONAL VEHICLE WHEN RENTING FROM THE LAWRENCE ENTERPRISE BRANCH?

Personal vehicles may be parked at the Enterprise Branch Office while traveling in an Enterprise Vehicle.

**PLEASE NOTE:** Enterprise assumes no responsibility for loss or damage to privately owned vehicles parked in the Enterprise lot.

WHAT ENTERPRISE BRANCH SUPPORTS THE EDWARDS CAMPUS?

The Lenexa Branch supports the Edwards Campus.

WHO IS THE LENEXA BRANCH MANAGER?

Currently, **Kentrel Washington** is the Lenexa Branch Manager. Displayed below is Kentrel’s Business Card.



**PLEASE NOTE:**

- When dialing the local Enterprise Branch (785-842-8040), you'll hear a recording. Immediately Press \* twice.
- If you do not Press \* twice, their system automatically transfers you to an out of state call center.
- Pressing \* twice overrides this function and allows you to speak to a local Enterprise Representative.

**WHERE IS THE LENEXA ENTERPRISE BRANCH LOCATED?**

Enterprise Rent-a-Car  
11942 West 95<sup>th</sup> Street  
Lenexa, KS 66215  
913-864-0400 (Press \* \*)

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## VANS

## IS THERE AN AGE RESTRICTION IMPOSED FOR DRIVERS OF VANS?

Yes. The individual renting & driving a 12 or 15-Passenger Van must be **25** years old.

## ARE WE ALLOWED TO RENT A 12-PASSENGER VAN?

Yes, we are allowed to rent a 12-Passenger Van. The age of the renter/driver is the only restriction. They must be **25** years old.

## ARE WE ALLOWED TO RENT A 15-PASSENGER VAN?

Yes. Renting a 15-Passenger Van is permissible, but due to their propensity to roll-over, there are restrictions imposed by both Enterprise and National, as well as the University of Kansas.

- You must be **25** years of age to rent and/or drive a 12 or 15-Passenger Van
- Due to safety concerns, 15-Passenger Vans may not be used to transport more than nine (**9**) persons, including the driver.
- Weight distribution is a factor in rollover propensity of 15-Passenger Vans, so cargo of equivalent weight must **not** be substituted for passengers.
- All passengers must be seated in front of the rear axle.
- Information regarding rollover concerns with 15-Passenger Vans is located in the background section of this policy.

<https://policy.ku.edu/Procurement/Rental-Vehicle-Occupancy-and-Insurance-Coverage>

## OUR DEPARTMENT RENTS A VAN FOR AN EXTENDED LENGTH OF TIME DURING THE SUMMER, HOW MUCH NOTICE DOES ENTERPRISE REQUIRE?

As you can imagine, the demand for vans during the summer months is very high nationwide. During the summer session, KU reserves almost every van in the Enterprise Fleet within six (6) surrounding counties. Please make your reservations several months before you need your van.

## WHEN IS A VAN NOT A VAN? WHEN IT BECOMES A SCHOOL BUS!

Legally, a van providing seating for ten (**10**) or more passengers becomes a **School Bus** when you transport children in the twelfth (**12<sup>th</sup>**) grade or younger, other than family members, for a school related function.

- Rental Vans do not meet the **Federal Bus Safety Standards**
  1. Reference **Rental Agreement Addendum** displayed below

Some KU departments sponsor summer camps and invite high school students to attend. If you plan to transport students in a van, you can only use a Mini-Van. Mini-Van's seat a maximum of seven (**7**) occupants, including the driver.

## ARE WE REQUIRED TO SIGN ENTERPRISE'S RENTAL AGREEMENT ADDENDUM WHEN RENTING VANS?

Yes. Anytime you rent a van that seats over ten (**10**) occupants, you are required to read and sign Enterprise's **RENTAL AGREEMENT ADDENDUM**. Vehicle rental companies may have additional policies. These policies could include age restrictions for drivers of rental vehicles, etc.

KU Employees renting vehicles for university business must comply with the policies of the rental companies.

A copy of the **ENTERPRISE RENTAL AGREEMENT ADDENDUM** is displayed on the next page.



## ACCESSIBLE VANS

## ARE ACCESSIBLE VANS AVAILABLE THROUGH ENTERPRISE OR NATIONAL?

No. Wheelchair Accessible Vans are not provided through Enterprise or National. Instead, Enterprise outsources these requests to ***United Access of Lenexa***.

When an individual requires an Accessible Van, they must contact Catherine Johnson, *Director, ADA Resource Center Equity Access*. Catherine's phone number is **785-864-3650**. Catherine will contact United Access and arrange the transportation.

Displayed below is the contact information for United Access of Lenexa and their pricing.

**PLEASE NOTE:** All pricing mentioned in this document is subject to change and should be treated as ***confidential***.

**Janet Bruno**  
Rental Coordinator

**United Access of Lenexa**  
7921 Bond St  
Lenexa, Kansas 66214

P1: 888-939-1010  
P2: 913-894-8080  
FX: 913-894-8181  
E: [jbruno@unitedaccess.com](mailto:jbruno@unitedaccess.com)  
W: [www.unitedaccess.com/locations/lenexa-ks.php](http://www.unitedaccess.com/locations/lenexa-ks.php)

**ALLOW 1-2 WEEKS NOTICE**

**Business Hours:**  
**M-F: 8:00 AM - 5:00 PM**  
**Sat: By Appointment**

<b>DAILY RATE</b>	\$115.00/Day
<b>FREE MILES</b>	125 Miles
<b>MILEAGE OVERAGE</b>	\$0.35/Mile

## ACCESSIBLE VEHICLES

## ARE ACCESSIBLE VEHICLES AVAILABLE THROUGH ENTERPRISE?

Yes. KU staff should contact Jennifer Marcinkowski, *Human Resources, Office of Accessibility and ADA Education*. Jennifer can be reached by dialing **785-864-4946** or you can submit an HR HELP Desk request by accessing HRs site,

<https://kuhr.freshdesk.com/support/tickets/new>

Should someone need an accessible vehicle, call the number displayed below.

	Contact Center Dedicated Phone Numbers	TTY Devices for Speech or Hearing Impaired
Enterprise	1-866-225-4248	1-866-534-9270

The “866” number is dedicated to assist customers reserving vehicles equipped with certain mobility devices. For example...

- Hand Controls
- Spinner Knobs
- Pedal Extenders
- Left foot Accelerators

**PLEASE NOTE:** When reserving vehicles equipped with mobility devices, Enterprise requires a **MINIMUM** of **48 hours advance notice**.

When you dial the “866” number, a member of the dedicated team will...

1. Make the reservation
2. Contact the local Enterprise department, to have the vehicle moved to the appropriate Enterprise location for their reservation.

An end-user is unable to specify specific cars such as a “Chevy Impala”, but when mobility devices are required, Enterprise only provides full-sized cars.

- What car is provided is determined by available cars in their local (KC) fleet.
- The vehicle is prepared in Kansas City and delivered to the local Enterprise Dealer.

## FUEL OPTIONS

## ENTERPRISE OFFERS THREE (3) FUEL OPTIONS ON RETURNS.

1. KU employees **should** fill the tank with fuel “prior to” returning the vehicle.
  - It is in the **best** interest of the University of Kansas to use this option.
  - It is the **least expensive** option and is **highly recommended**.
  - An “enhanced” KU P-Card can be used for fuel purchases.
  
2. Prepaid Fuel
  - KU employees can choose the prepaid fuel option when picking up the vehicle.
  - This option is offered at ½-tank and whole tank.
  - The KU employee will return the rental vehicle and not replace the fuel and be charged approximately \$0.15 per gallon less than the pump price.
  - There are no refunds for unused fuel.
  
3. Post Paid Fuel
  - If the KU employee does not replace the fuel and did not choose the Prepaid Fuel Option, they will be charged a Post Paid Price which is usually \$1.00 more than the local pump price.
  - With the Post Paid fuel charge, the KU employee will only be charged for gallons used.
  - **University employees are strongly encouraged to NOT to use this service.**
  - Please make every attempt to fill the tank prior to return.



COVERAGE OPTIONS

ENTERPRISE AND NATIONAL OFFER SEVERAL OPTIONS OF COVERAGES. WHAT ARE THEY AND SHOULD I BE CONCERNED WITH ANY IN PARTICULAR?

Displayed below is a portion of the *Enterprise Rental Agreement* form.

<p>RENTER DECLINES OPTIONAL COLLISION DAMAGE WAIVER (CDW) AND ASSUMES DAMAGE RESPONSIBILITY. SEE PARAGRAPH 7.</p> <p><b>1. DECLINE</b> RENTER: X DECLINES CDW</p>	<p>RENTER ACCEPTS OPTIONAL COLLISION DAMAGE WAIVER (CDW) AT FEE SHOWN IN COLUMN TO RIGHT. SEE NOTICE TO LEFT AND PARAGRAPH 16. COLLISION DAMAGE WAIVER IS NOT INSURANCE.</p> <p>RENTER: X ACCEPTS CDW</p>
<p>RENTER DECLINES OPTIONAL PERSONAL ACCIDENT INSURANCE (PAI). SEE PARAGRAPH 10.</p> <p><b>2. DECLINE</b> RENTER: X DECLINES PAI</p>	<p>RENTER ACCEPTS OPTIONAL PERSONAL ACCIDENT INSURANCE (PAI) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PARAGRAPH 18.</p> <p>RENTER: X ACCEPTS PAI</p>
<p>RENTER DECLINES OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP). SEE PARAGRAPH 8.</p> <p><b>3. DECLINE</b> RENTER: X DECLINES SLP</p>	<p>RENTER ACCEPTS OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PARAGRAPH 17.</p> <p>RENTER: X ACCEPTS SLP</p>
<p>RENTER DECLINES OPTIONAL ROADSIDE ASSISTANCE PROTECTION (RAP). SEE PARAGRAPH 5.</p> <p><b>4. OPTIONAL</b> RENTER: X DECLINES RAP</p>	<p>RENTER ACCEPTS OPTIONAL ROADSIDE ASSISTANCE PROTECTION (RAP) AT FEE SHOWN IN COLUMN TO RIGHT. SEE OPTIONAL PRODUCTS NOTICE TO LEFT AND PARAGRAPH 19.</p> <p>RENTER: X ACCEPTS RAP</p>
<p>1. CDW, Collision Damage Waiver</p>	<p>KUs Daily Rate includes the cost of the <b>CDW, Collision Damage Waiver</b>. Enterprise/National have been directed to block CDW and <b>not</b> to offer this to KU. <b>DECLINE</b></p>
<p>2. PAI, Personal Accident Insurance and PEC, Personal Effects Coverage</p>	<p><b>Kansas State Law forbids the use of State funds to purchase any Liability Insurance.</b> Enterprise has been directed to <b>not</b> offer this to KU. <b>DECLINE</b></p>
<p>3. SLP, Supplemental Liability Protection</p>	<p><b>Kansas State Law forbids the use of State funds to purchase any Liability Insurance.</b> Also known as Liability Insurance Supplement (LIS) or Supplemental Liability Insurance (SLI). For a fee of approximately \$10.95 per day, the car rental company will supplement the liability insurance that the company must, by law, provide in most states. <b>DECLINE</b></p>
<p>4. RAP, Roadside Assistance Program</p>	<p><b>Departmental Option.</b> RAP allows Enterprise customers to waive financial responsibility for Chargeable Roadside Incidents such as lost keys, lockouts and fuel outages = \$3.99/day* National charges \$4.99*.</p>
<p>Fuel Service Option</p>	<p><b>Departmental Option.</b> When picking up a rental, ensure that the tank is full. When you return the vehicle, Enterprise will refuel the car and charge KU a discounted rate.</p>
<p>GPS</p>	<p><b>Departmental Option.</b> \$10/day*</p>
<p>Frequent Flyer Points</p>	<p><b>Departmental Option.</b> Available through <i>National Car Rental</i> only.</p>
<p>Upsell</p>	<p>We directed Enterprise/National to block this and <b>not</b> to offer this to KU.</p>
<p>Quoted Pricing*</p>	<p>All prices referenced above are subject to change.</p>

## CAN YOU EXPLAIN THE OPTIONAL INSURANCE COVERAGES ENTERPRISE AND NATIONAL OFFER?

As discussed on the previous page, there are four different types of insurance and insurance-like coverages.

### 1. CDW, Collision Damage Waiver

Also known as Loss Damage Waiver (**LDW**) or Physical Damage Waiver (**PDW**). CDW, is offered at the time of rental for an additional daily charge. If the renter accepts CDW, Enterprise waives or reduces the renter's responsibility for loss of, or damage to, the rental vehicle (including but not limited to towing, storage, loss of use, administrative fees and/or diminishment of value) subject to the terms and conditions of the rental agreement and applicable laws.

**PLEASE NOTE:** KU's Daily Rate **includes** the cost of the CDW, so **DECLINE** this offer. Enterprise/National have been directed to block CDW and not to offer this to KU.

### 2. PAI, Personal Accident Insurance

Personal Accident Insurance (**PAI**) is offered at the time of rental for an additional daily charge. If accepted, the PAI contained in the policy provides renter and renter's passengers with accidental death, accident medical expenses and ambulance expense benefits.

**PLEASE NOTE:** **Kansas State Law forbids the use of State funds to purchase any Liability Insurance. DECLINE** this offer.

### PEC, Personal Effects Coverage

PEC is offered at the time of rental for an additional daily charge. PEC insures the personal effects of the renter, additional drivers, or any members of the renter's immediate family who permanently resides in the renter's household and who is traveling with the renter against risks of loss or damage.

**PLEASE NOTE:** **Kansas State Law forbids the use of State funds to purchase any Liability Insurance. DECLINE** this offer.

### 3. SLP, Supplemental Liability Protection

Also known as Liability Insurance Supplement (**LIS**) or Supplemental Liability Insurance (**SLI**). For a fee of per day, Enterprise or National will supplement the liability insurance that the company must, by law, provide in most states.

**PLEASE NOTE:** **Kansas State Law forbids the use of State funds to purchase any Liability Insurance. DECLINE** this offer.

### 4. RAP, Roadside Assistance Protection

Roadside Assistance Protection (**RAP**) allows Enterprise customers to waive financial responsibility for chargeable roadside incidents such as lost keys, lockouts and fuel outages.

This is a **Departmental Option**, but there is a charge associated with this service.

## ACCIDENT REPORTING

## WHAT SHOULD I DO IF I HAVE AN ACCIDENT WHILE DRIVING A VEHICLE RENTED FROM ENTERPRISE OR NATIONAL?

1. If you're in an accident, dial 911 immediately.
2. Regardless of how minor the accident is, you must contact Enterprise or National immediately by dialing the number provided to you when you rented the vehicle.
  - a. Enterprise or National will assist you with what to do next.
  - b. If the vehicle is drivable they'll direct you to the nearest Enterprise/National Branch.
  - c. If the vehicle is not drivable, they'll send a tow service.
3. Exchange contact and insurance information with any other parties involved and if possible take pictures of the damage incurred.
4. Your daily rate includes CDW. What you'll be required to do is minimal.

I WAS IN AN AREA NOT SERVICED BY EITHER ENTERPRISE OR NATIONAL. I RENTED A VEHICLE FROM ANOTHER RENTAL PROVIDER. I WAS IN AN ACCIDENT AND THERE WAS DAMAGE TO MY VEHICLE. I USED MY VISA P-CARD TO PAY FOR THE RENTAL. WHAT SHOULD I DO?

1. As the driver, you are totally responsible for reporting and filing VISA claims on any damage and on any accidents that occur.
2. Even if a Law Enforcement Agency is not involved, you must notify the rental company immediately of any accident, regardless of how minor.
3. Failure to do so may result in personal and/or departmental liability claim costs.

**PLEASE NOTE:**

- The VISA P-Card is not fool proof.
- VISA covers only those vans manufactured & designed to transport a maximum of eight (8) people...Mini-Vans.
- VISA does not automatically pay what the rental company demands.
- VISA requires a lot of time sensitive documentation.
- Pursuing a claim is very time consuming, so there is a significant loss of productivity.

IN THE EVENT OF AN ACCIDENT, ARE STUDENTS COVERED BY THE UNIVERSITY'S LIABILITY INSURANCE?

Yes and No.

- Yes. If a student is employed by and driving on behalf of KU during the course of their employment, they are covered by the University's Liability Insurance.
- **No**, if a student is **not** employed by KU, they will **not** be covered by the University's Liability Insurance.

OCCASIONALLY I TRAVEL INTERNATIONALLY, HOW FAR DOES THE UNIVERSITIES LIABILITY COVERAGE EXTEND?

Listed below is coverage territory for the Universities liability coverage.

- The United States of America
- The territories of the United States of America
- Puerto Rico
- Canada

When traveling internationally always error on the side of safety and purchase both CDW, *Collision Damage Waiver*, and Liability Insurance.

## EMERALD CLUB

The Emerald Club® is currently only available through National Car Rental. It is designed to make your car rental experience faster and more convenient. You can enjoy special privileges reserved for frequent renters whenever you rent.

## WHAT ARE THE BENEFITS OF THE EMERALD CLUB?

- **Bypass the counter:** Bypass the rental counter and go directly to the Emerald Club Aisle at more than 50 major airports in the U.S. and Canada.
- **Choose your own car:** Don't waste time looking for your assigned car - just choose any car from the Emerald Club Aisle. Get in and go. The keys are in the cars.
- **Choose your rewards:** Choose Free Rental Days or your favorite frequent traveler program

## WHAT IS NEEDED FOR A KU EMPLOYEE TO BECOME A MEMBER OF THE EMERALD CLUB?

- **Age Requirement:** The minimum age to rent vehicle is 21 years of age.
- **Driver's License:** You must have a valid driver's license.
- **Major Credit Card:** Enrollment is complimentary, but you need a major credit card to enroll. You can use your VISA P-Card, your personal credit card and/or both. Actually, the system allows you enter up to (5) five different credit cards.
- **Terms & Conditions:** You will need to review and accept the program terms and conditions and complete the master rental agreement.

The Master Rental Agreement allows you to **bypass the counter**, and **choose any car in the aisle at participating locations**

## WHAT CITIES OFFER NATIONAL CAR RENTAL'S "EMERALD AISLE"?

[https://www.nationalcar.com/en\\_US/car-rental/loyalty/enrollment/locations.html](https://www.nationalcar.com/en_US/car-rental/loyalty/enrollment/locations.html)

## FIND A SPECIFIC LOCATION

[https://www.nationalcar.com/en\\_US/car-rental/locations.html](https://www.nationalcar.com/en_US/car-rental/locations.html)

## INTERNATIONAL TRAVEL

## WHAT SHOULD I CONSIDER WHEN RESERVING A VEHICLE FOR SOMEONE TRAVELING OUTSIDE OF THE UNITED STATES?

When reserving a vehicle for faculty or staff traveling outside of the United States, Canada, Puerto Rico or the District of Columbia, use the guidelines listed below.

- **CDW, *Collision Damage Waiver***

Depending on the country one is traveling to and/or the branch location within that country, CDW, Collision Damage Waiver, may or may **not** be included in the daily rate.

**ALWAYS** purchase **CDW, *Collision Damage Waiver***.\*

**\*Please Note:** The purchase of CDW, Collision Damage Waiver, may **not** be an allowable expense on grant funding. **Please verify with KU Research before purchasing coverage utilizing grant funds.**

- **Liability Insurance**

The Universities Liability Insurance does **NOT** extend outside of the United States.

**ALWAYS** purchase **all** of the additional **Liability Insurance**.

If you have an accident while traveling outside of the United States, some countries will not allow you to leave their country until everything is resolved. There are just too many potential issues.

It is in the best interest of the traveler and the University of Kansas, to error on the side of safety and purchase CDW, Collision Damage Waiver, and all additional liability insurance provided by the rental company.

## FUNDING CONSIDERATIONS

## I WANT TO RENT A VEHICLE FOR A GUEST SPEAKER UTILIZING GRANT FUNDS, DO I HAVE TO USE ENTERPRISE OR NATIONAL?

- If we are paying the guest speaker a consulting fee to come to The University of Kansas on official university business, they are free to spend their money however they would like. They may also rent a car from the company of their choice.
- However, if The University of Kansas is renting the car on behalf of the University (*regardless of funding*) the car must be rented from either **Enterprise Rent-a-Car** or **National Car Rental** utilizing KU's account **XZ05189**. The daily rates include **CDW, Collision Damage Waiver**, that covers the vehicle in case of an accident and the Universities Liability insurance covers the individual(s).
- We cannot expect guest speakers to use their personal insurance should something happen while driving a vehicle rented by the university. Most personal insurance companies will not cover a loss if the car was used in the course of business.

## MISCELLANEOUS

I'M RENTING A VEHICLE FROM ENTERPRISE AND TRAVELING OUT OF STATE ON OFFICIAL UNIVERSITY BUSINESS. CAN I TAKE FAMILY MEMBERS WITH ME?

Yes you can, but there is a restriction.

- Family members can travel in the Enterprise vehicle, but the KU employee ***must*** be the only driver.

WHEN OUR DEPARTMENT SCHEDULES "OUT OF STATE" CANDIDATES TO INTERVIEW FOR AVAILABLE POSITIONS, CAN WE UTILIZE KU'S CONTRACTED RATES FROM BOTH ENTERPRISE AND NATIONAL?

Yes you can, but making reservations is handled differently.

- Candidates flying in to interview for available positions at the University of Kansas can receive KU's rates, but they must book their car rental directly through Kimberly Heuermann (See Pg. 5). Kim will extend KU's rates to the user's rental request.
- Kim has also agreed to include CDW, Collision Damage Waiver, in the daily rate.
- Since these candidates are driving on KU's behalf, they are covered by the University's Liability Insurance per **Michael Rosenberg, Risk Management Director, Business & Financial Planning.**

I'M FLYING OUT OF STATE AND RENTING A VEHICLE FROM ONE OF OUR PROVIDERS, CAN I TRANSPORT NON-KU PEOPLE TO OUR HOTEL?

- Yes you can, but the KU employee ***must*** be the only driver
- The University of Kansas has an automobile liability policy that automatically covers the driver and all passengers.



CO-DIRECTORS FOR THE STUDENT SENATE RENT CARS PAID FOR BY THE STUDENT SENATE. ARE THEY CONSIDERED EMPLOYEES OF THE UNIVERSITY OF KANSAS AND ARE THEY COVERED BY THE UNIVERSITY'S LIABILITY INSURANCE?

Yes\*.

- They are student hourly employees and they are treated the same as other student hourly employees.
- They are covered by the University's Liability Insurance.

**\* Both Rachel Rolf, Assistant General Counsel, General Counsel, and Allen Humphrey, Associate Dir Major Div./School, Human Resources, confirmed that people who are paid by the State Senate are considered employees of the University of Kansas.**

CAN WE USE OUR OWN PERSONAL CREDIT CARD TO RENT VEHICLES FOR BOTH PERSONAL AND OFFICIAL STATE BUSINESS?

Yes you can, but there are things to remember...

- KU employees renting vehicles from Enterprise and National should enroll in the Emerald Club.
- When KU employees enroll in the Emerald Club, they are allowed to enter up to five (5) different credit card numbers.
- KU employees traveling on official state business and using their personal credit card to rent vehicles from either Enterprise or National, receive KU rates which include CDW.

**PLEASE NOTE:** KU employees traveling on personal business still receive KU rates, but CDW, is **not** included. They must purchase it from Enterprise or National or use their own personal insurance coverage.

- KU employees traveling on official state business and using their personal credit card to rent vehicles from either Enterprise or National are **not** considered tax exempt.

CAN A STUDENT EMPLOYEE OF THE UNIVERSITY OF KANSAS TRANSPORT OTHER STUDENTS ON OFFICIAL UNIVERSITY BUSINESS?

Yes, but there are strict guidelines.

- The student employee must be being compensated while transporting students.
- The student employee is only allowed to drive to and from the function.
- The employee and passengers are covered by the Universities Liability Insurance as long as the driver is compensated at the time.


DRAFT


## WILL THERE EVER BE AN INSTANCE WHERE I'M CHARGED FOR MILEAGE?

Yes, there could be an instance...

Except for One-Way rentals\*, rates for all vehicle classes include unlimited free miles per day, per week and 4,000 miles per month as applicable. Any additional miles will be charged at the rate of \$0.25/mile.

\* One-Way Daily Rates include unlimited mileage except for **Premium and above** rental classes and for which the mileage charge shall be \$0.40 per mile.

	
CLASS	ONE-WAY DAILY RATE
Economy	\$0.00/Mile
Compact	\$0.00/Mile
Intermediate	\$0.00/Mile
Standard	\$0.00/Mile
Full Size	\$0.00/Mile
Premium	<b>\$0.40/Mile</b>
Luxury	<b>\$0.40/Mile</b>
Minivan	<b>\$0.40/Mile</b>
Intermediate/Standard SUV	<b>\$0.40/Mile</b>
Large Sport Utility	<b>\$0.40/Mile</b>
½ ton Full Size Truck	<b>\$0.40/Mile</b>
Cargo Van	<b>\$0.40/Mile</b>
12-Passenger Van	<b>\$0.40/Mile</b>
15-Passenger Van	<b>\$0.40/Mile</b>

	
CLASS	ONE-WAY DAILY RATE
Economy	\$0.00/Mile
Compact	\$0.00/Mile
Intermediate	\$0.00/Mile
Standard	\$0.00/Mile
Full Size	\$0.00/Mile
Premium	<b>\$0.40/Mile</b>
Luxury	<b>\$0.40/Mile</b>
Minivan	<b>\$0.40/Mile</b>
Midsized/Standard SUV	<b>\$0.40/Mile</b>
Large Sport Utility	<b>\$0.40/Mile</b>

## WHAT IS TOLLPASS AUTOMATIC?

- TollPass Automatic is an optional service offered by both Enterprise and National.
- This optional service provides the convenience of automatic billing for customers who pass video tolling areas and generate tolls at an automated toll booth.
- TollPass Automatic assists those renting vehicles from Enterprise and National with easy access through toll roads in markets utilizing automated toll charges.
- This option is particularly critical for time-sensitive business travelers. It allows you to conveniently drive through automated toll facilities without rolling down the window, stopping to search for coins or waiting in long cash payment lines.
- You will be billed for the days you use the automated toll road. Costs for the TollPass Automatic program includes,
  - All toll charges incurred, plus
  - \$3.95 per 24-hour rental period TollPass convenience charge, or \$19.75 maximum per rental transaction.