Enterprise Vehicle Rental & Travel Information Overview

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Rev: 7/23/18

Agenda

- Overview of the new Enterprise vehicle rental program
- Overview of the new travel process

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Enterprise-Rent-A-Car

The University partnership with Enterprise Rent-A-Car is via PA State Contract.

Note – BU retains University owned vehicles listed below:

- 2 -15 person passenger vans (Geoscience and Biology Dept);
- Transportation Dept.
  - 1 – 24 person passenger bus
  - 1 – 25 person passenger bus
  - 2 - 15 passenger vans and 1-7 person or 3 chair ADA van.
  - Busses

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Enterprise-Rent-A-Car

Benefits include:

- New model vehicles = less risk (safety) and satisfied customers;
- Flexible delivery- campus delivery or any nearby Enterprise branch;
- On-line reservations;
- Full collision damage waiver with no deductible;
- Primary third party liability protection up to $1 million in coverage;
- Vehicles available to switch out or change at over 7,000 locations across the United States with 24/7 access to additional roadside assistance;
- Frequent users have the option of ePlus enrollment;
- One monthly invoice;
- Used system-wide

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PASSHE Universities Partnered with Enterprise:

Slippery Rock University

Millersville University

Lock Haven University of Pennsylvania

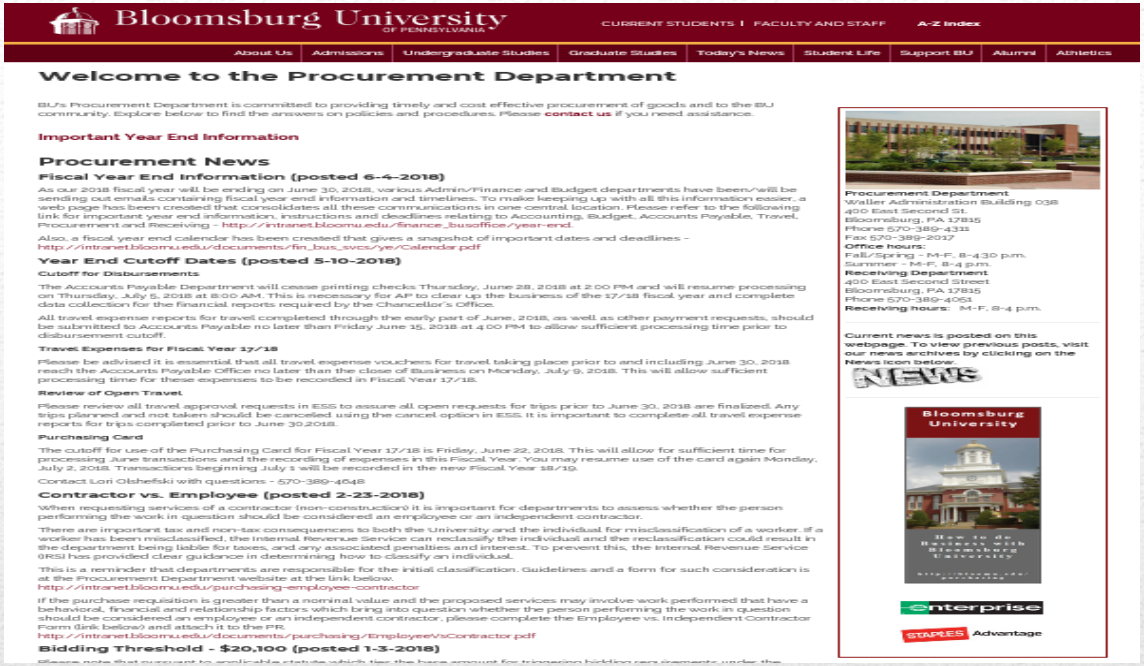
PREPARE TO SERVE
ESU
East Stroudsburg University
FOUNDED 1893

Kutztown University

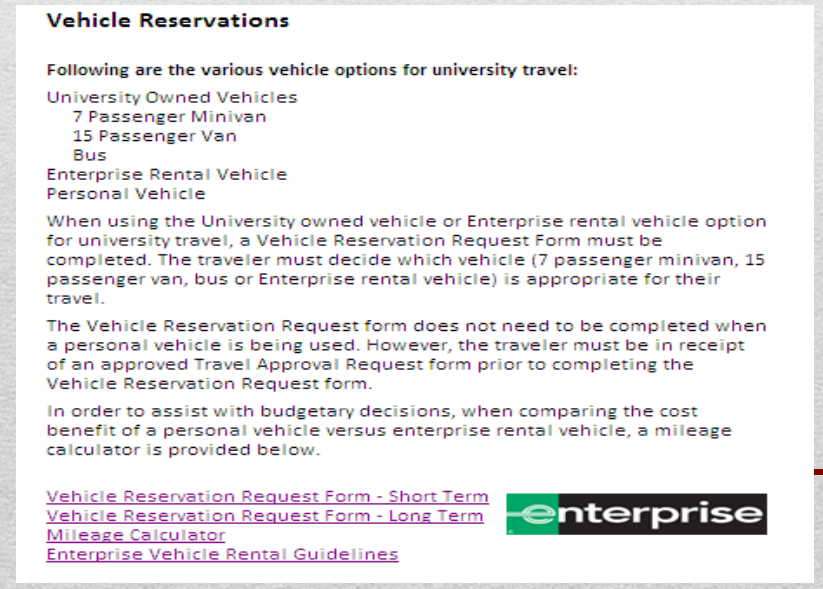
Bloomsburg University

Clarion University

Shippensburg University

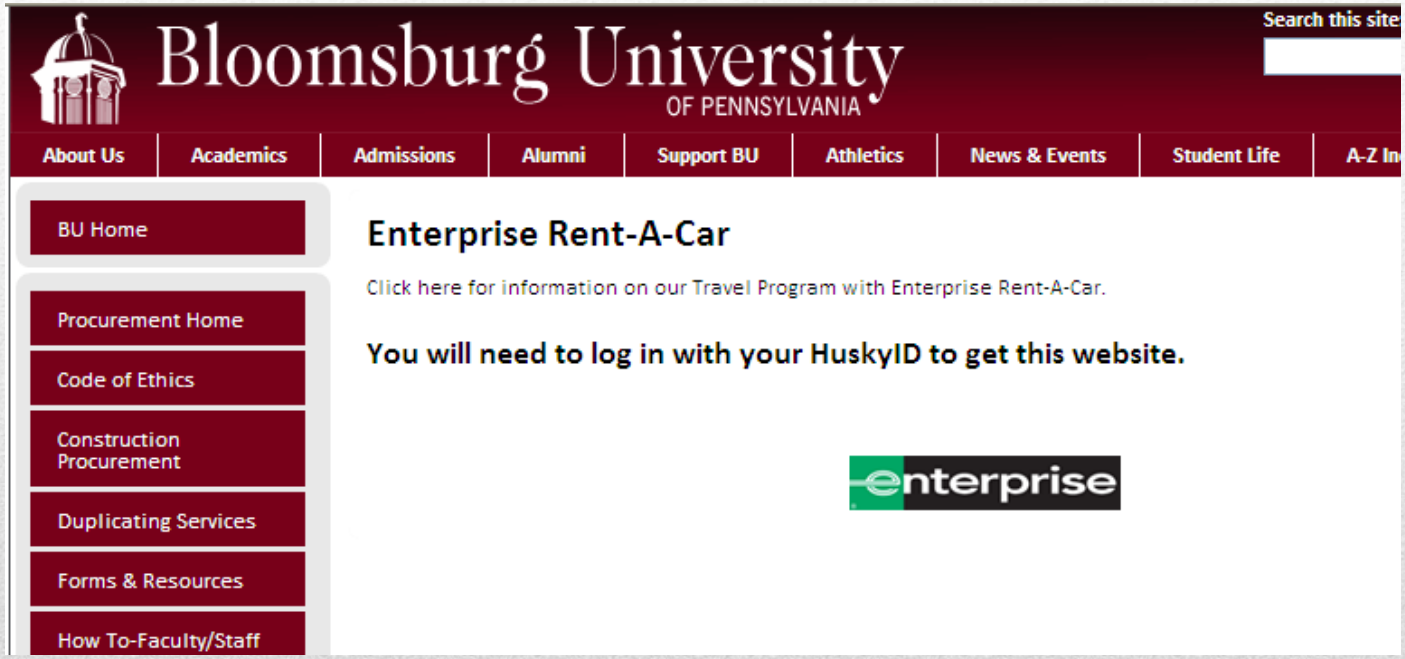


The Enterprise link can be found on the Procurement Department Website



The link can also be found on the Travel Information page located on the Finance and Business Website

Secure Log-In



Once clicking on the Enterprise link, enter your BU email address & password

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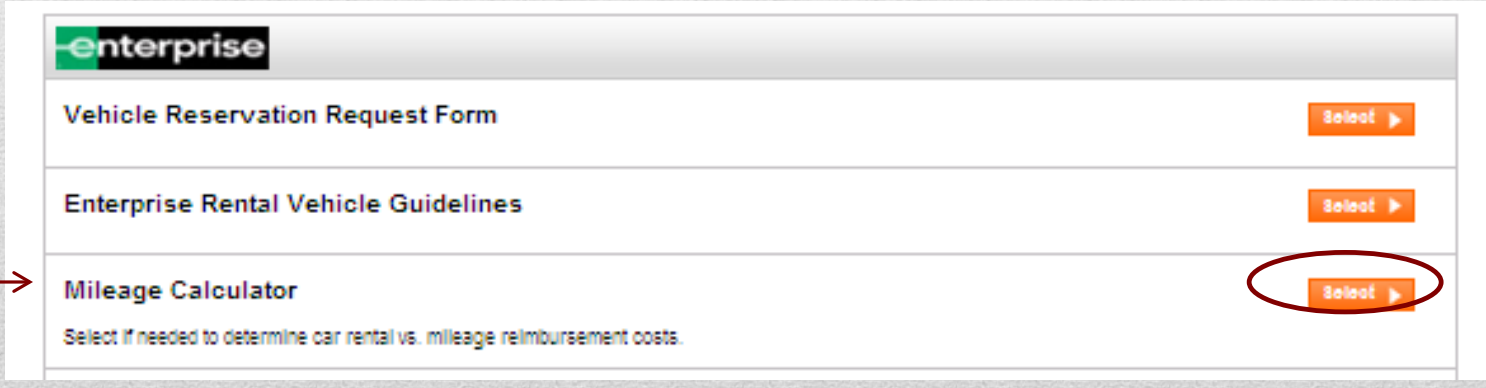
STEP 1A: Mileage Calculator

Users **must** utilize the Mileage Calculator to determine if renting an Enterprise-Rent-a-Car is more cost effective than using a personal vehicle.

After completing Enterprise Vehicle Rental vs. Mileage Reimbursement calculation sheet (located on the webpage), please attach it to the Travel Approval Request Form (TAR).



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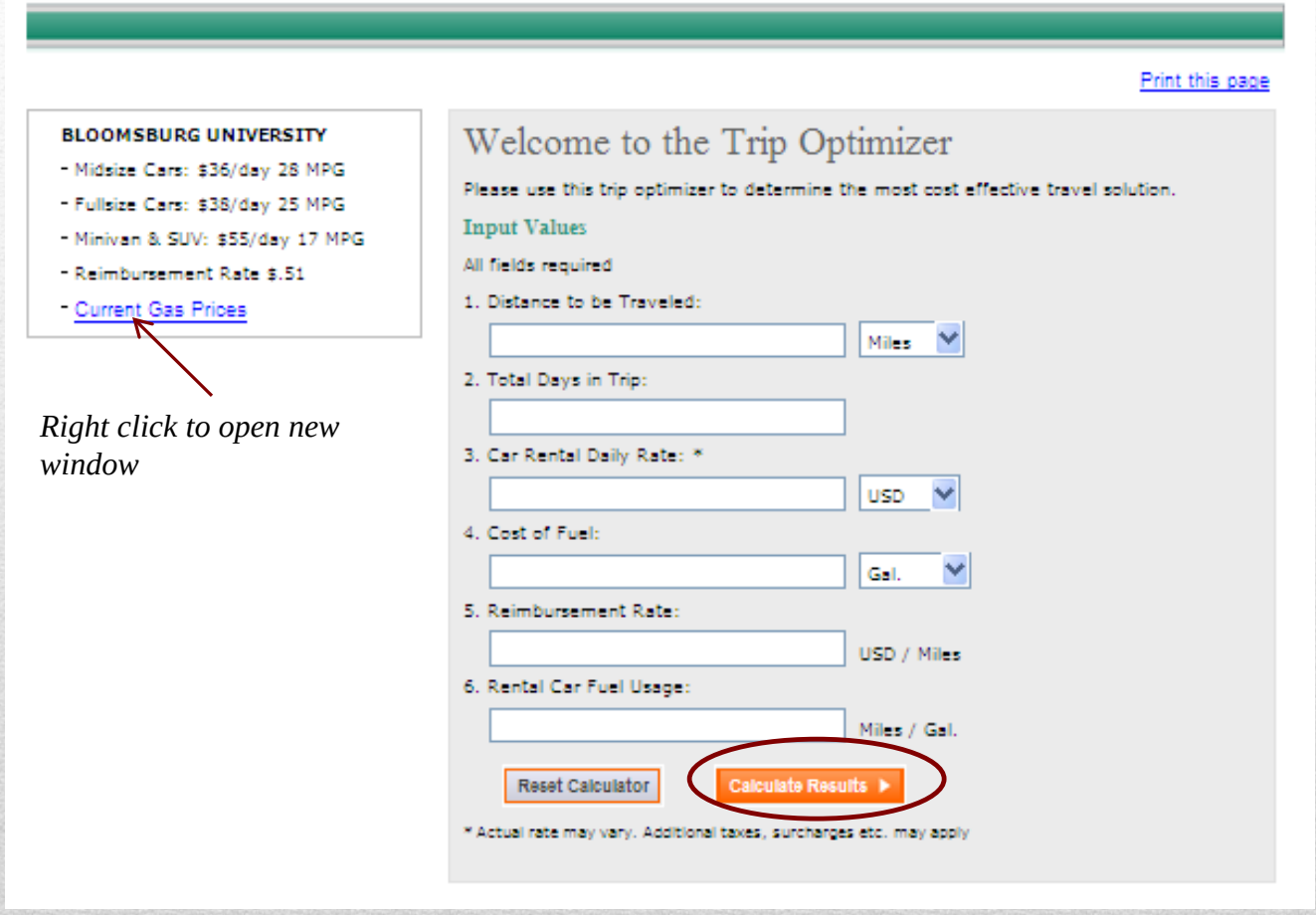
STEP 1A: Mileage Calculator

Enter in information to calculate the benefit

Attach calculation sheet to Travel Approval Request form when completed



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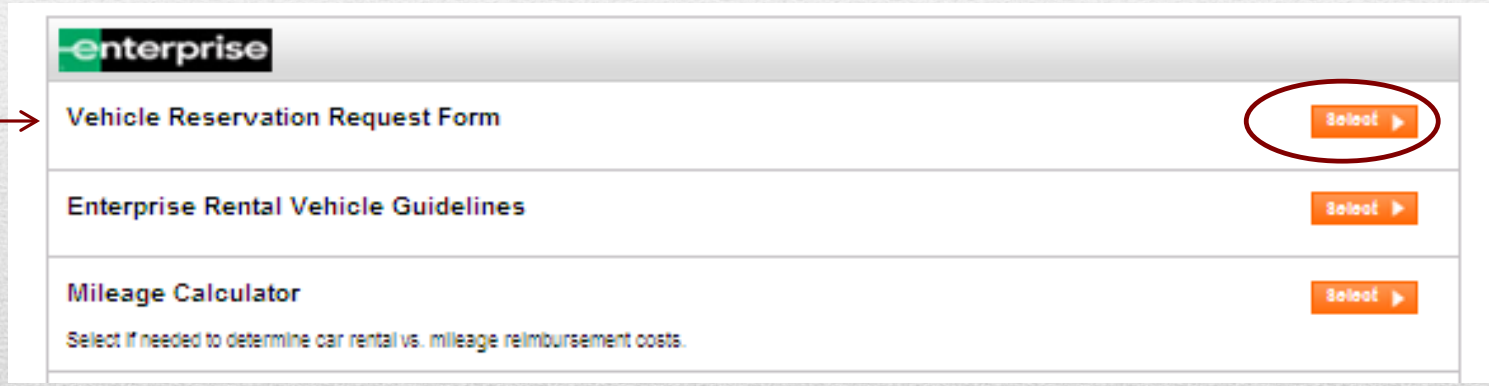
STEP 2: Vehicle Reservation Request Form

At this point, the Travel Approval Request Form (TAR) has been *approved* and received by the traveler. A Vehicle Reservation Request Form must now be completed.



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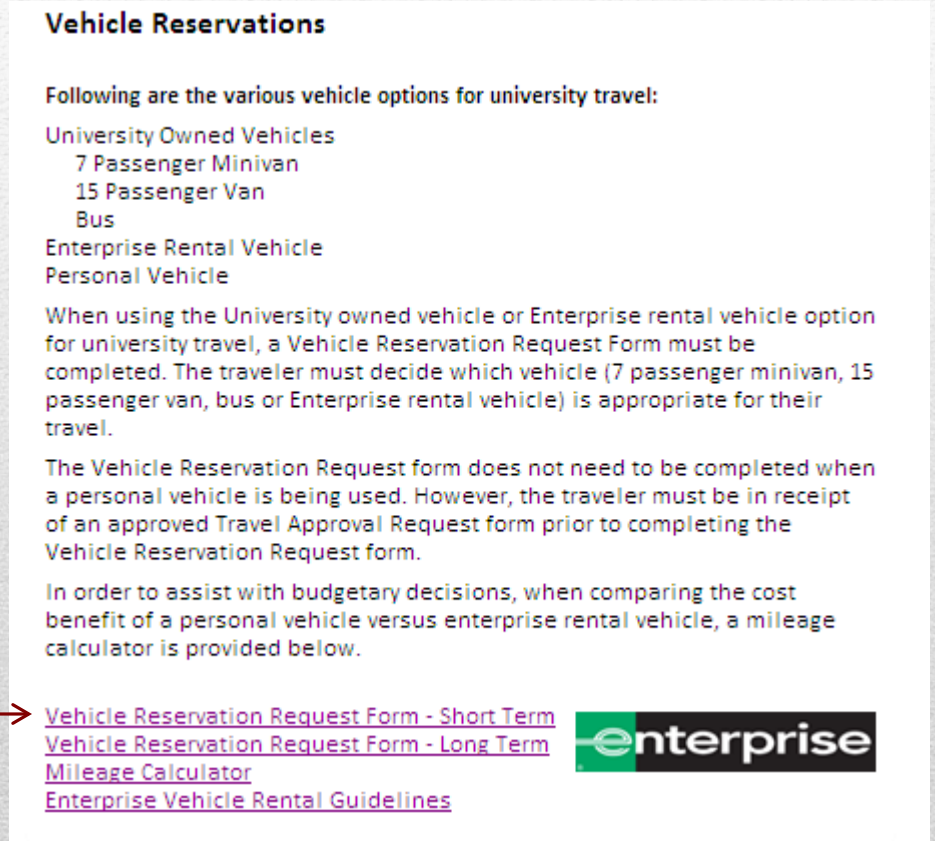
STEP 2: Vehicle Reservation Request Form

Short Term Rental

Long Term Rental



Vehicle Reservations

Following are the various vehicle options for university travel:

University Owned Vehicles
- 7 Passenger Minivan
- 15 Passenger Van
- Bus

Enterprise Rental Vehicle
Personal Vehicle

When using the University owned vehicle or Enterprise rental vehicle option for university travel, a Vehicle Reservation Request Form must be completed. The traveler must decide which vehicle (7 passenger minivan, 15 passenger van, bus or Enterprise rental vehicle) is appropriate for their travel.

The Vehicle Reservation Request form does not need to be completed when a personal vehicle is being used. However, the traveler must be in receipt of an approved Travel Approval Request form prior to completing the Vehicle Reservation Request form.

In order to assist with budgetary decisions, when comparing the cost benefit of a personal vehicle versus enterprise rental vehicle, a mileage calculator is provided below.

Vehicle Reservation Request Form - Short Term
Vehicle Reservation Request Form - Long Term
Mileage Calculator
Enterprise Vehicle Rental Guidelines

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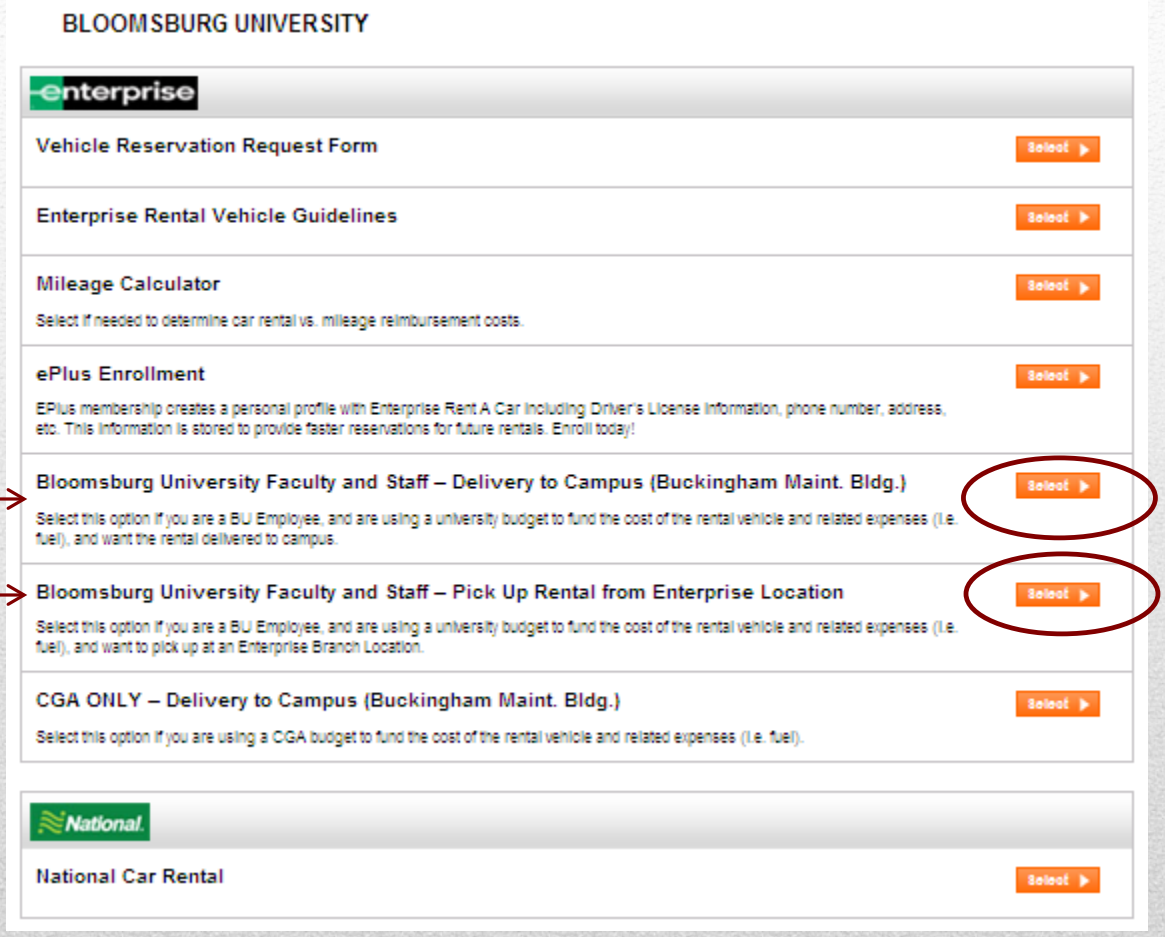
STEP 3: Making Reservations

Rental car options and pick-up locations on the website



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STEP 3: Making Reservations

Rental Car Options & Pick-up Locations:
Three pick-up locations:

1. **Users have the option of picking up a vehicle at the nearby Enterprise branch location.**
   - Pick up of a rental vehicle at an Enterprise branch location is during their normal business hours.
   - Vehicle keys and rental contract agreement will be provided at that time.

Business Hours

	Open	Close
Monday	8:00 am	6:00 pm
Tuesday	8:00 am	6:00 pm
Wednesday	8:00 am	6:00 pm
Thursday	8:00 am	6:00 pm
Friday	8:00 am	6:00 pm
Saturday	9:00 am	Noon
Sunday		Closed

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STEP 3: Making Reservations

Rental Car Options & Pick-up Locations:

2. **Having the vehicle delivered to campus-** The rental vehicle will be parked at the parking lot behind the Waller Building.
   - Do **NOT** park your personal vehicle in the designated Enterprise Rent-A-Car space. Please park your personal vehicle in the employee spaces.
   - Keys and the rental contract for vehicles delivered to campus will be dropped off and available for pickup at the parking lot behind the Waller Building, otherwise, the keys can be picked up at campus police.

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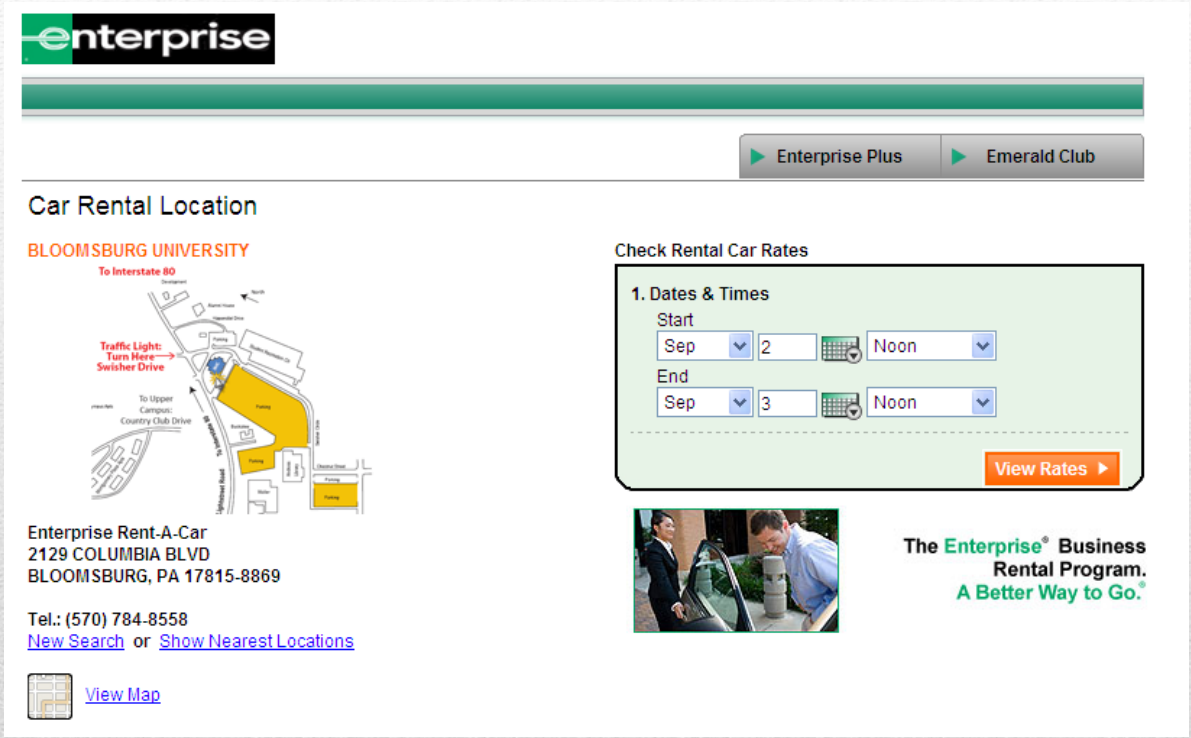
Using the Enterprise Website

After clicking on the orange "select" button, it will take you to the Enterprise website.

Follow the step-by-step directions on the Enterprise-Rent-A-Car website



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STEP 3: Making Reservations

Rental Car Options & Pick-up Locations:

3. **National Car Rental**
   - Renters can choose between Enterprise or National when traveling to and from the airport
   - Enterprise is at all major airports
   - National Car Rental, website does "best rate search." Searches system for a price lower than contracted rate. If found, will match rate.
   - Provides for one-way rentals
   - User choice as to brand

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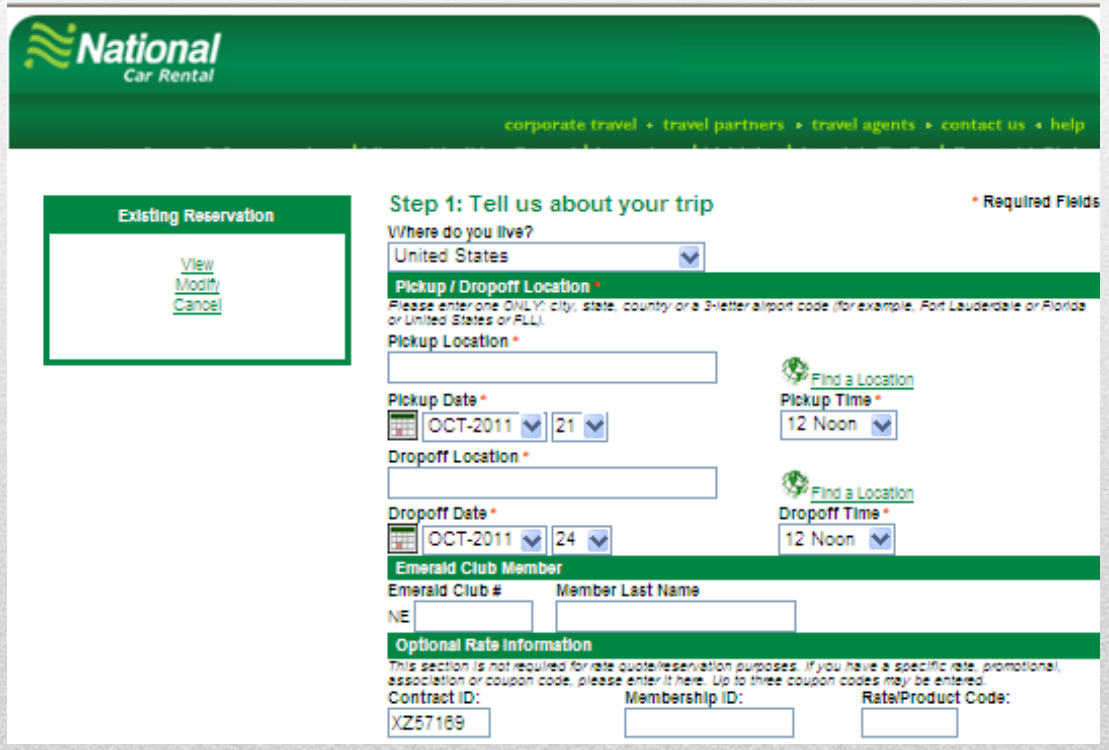
National®

STEP 3: Making Reservations

Reserving a vehicle through National Car Rental



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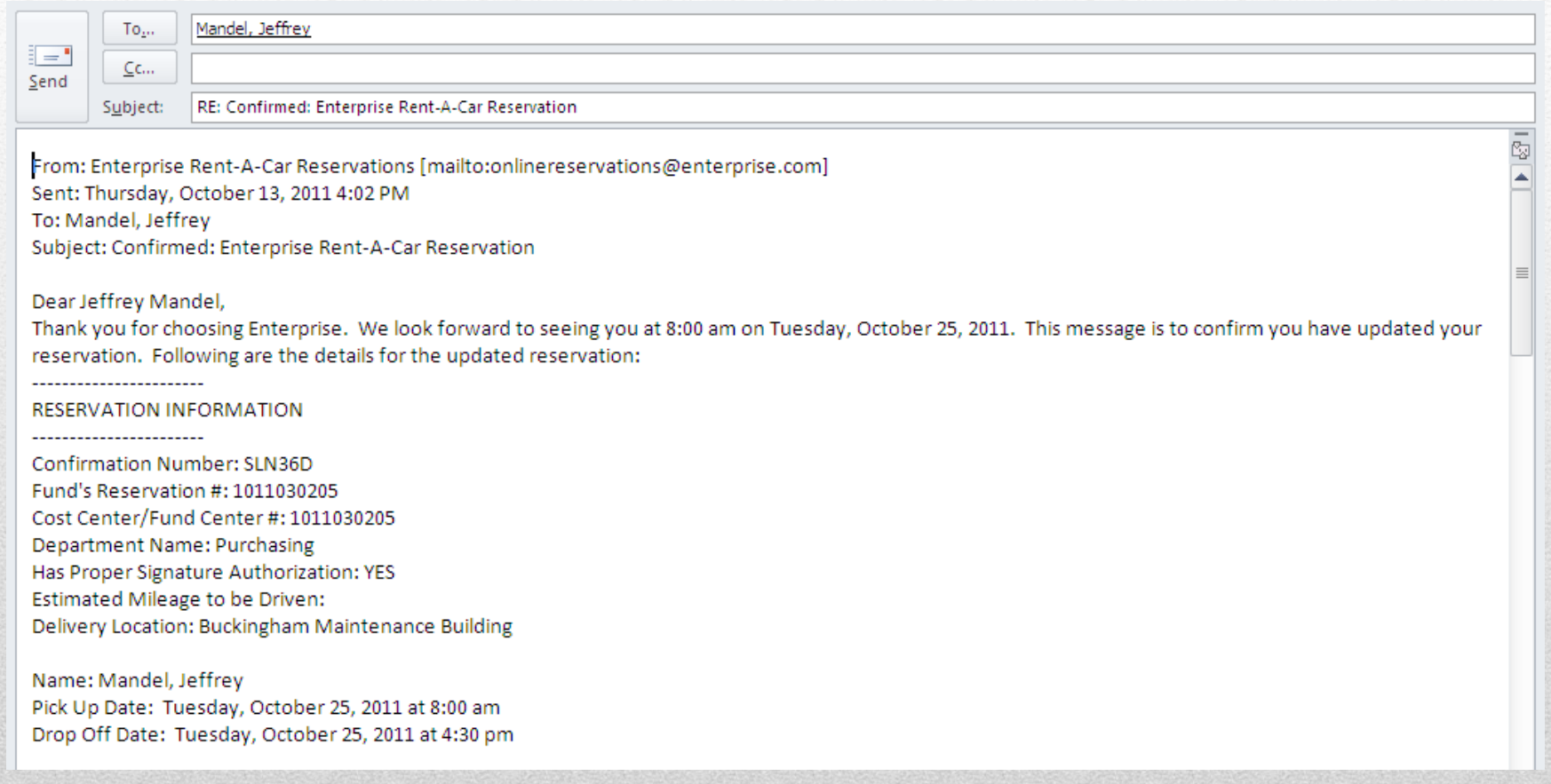
Confirmation Email



Send

To... Mandel, Jeffrey

Cc...

Subject: RE: Confirmed: Enterprise Rent-A-Car Reservation

From: Enterprise Rent-A-Car Reservations [mailto:onlinereservations@enterprise.com]
Sent: Thursday, October 13, 2011 4:02 PM
To: Mandel, Jeffrey
Subject: Confirmed: Enterprise Rent-A-Car Reservation

Dear Jeffrey Mandel,
Thank you for choosing Enterprise. We look forward to seeing you at 8:00 am on Tuesday, October 25, 2011. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:

RESERVATION INFORMATION

Confirmation Number: SLN36D
Fund's Reservation #: 1011030205
Cost Center/Fund Center #: 1011030205
Department Name: Purchasing
Has Proper Signature Authorization: YES
Estimated Mileage to be Driven:
Delivery Location: Buckingham Maintenance Building

Name: Mandel, Jeffrey
Pick Up Date: Tuesday, October 25, 2011 at 8:00 am
Drop Off Date: Tuesday, October 25, 2011 at 4:30 pm

While tax may show on email BU is tax exempt and applicable taxes will be removed

Who can drive a University or Enterprise vehicle?

- In order to best insulate the University from unnecessary liability and to ensure that both University owned and Enterprise vehicles are operated for University-related purposes by designated individuals acting within the scope of their employment, these vehicles should only be operated by individuals who:
    1. Possess a valid license
    2. Are University employees, including student employees;
    3. Operating the vehicles pursuant to their employment responsibilities
    4. Must be 21 years old to rent and 25 years old if you choose to rent the 12 or 15 passenger vans
    5. For University owned vehicles, only 1, 2, 3 apply

Logistics

Cancellation:

- 24 hour's notice required for rental vehicle cancellation, otherwise a one-day rental fee will be applied. The renter must call the Enterprise Bloomsburg Branch at 570-784-8558 (or applicable local branch) to cancel the reservation if the vehicle is being delivered to campus.
- The $10.00 daily weekend fee will apply for cancellations of a Saturday, Sunday, or early Monday morning reservation if the rental vehicle has already been delivered to campus.
    - If you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com

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Logistics

Rental car RETURN instructions:

- On return to campus, park the rental vehicle at the same Enterprise Rent-A-Car location where the car was picked up; the parking lot behind the Waller Administration Building.
- Return the rental vehicle keys by placing them in the Key Drop Box at the parking lot behind the Waller Administration Building.
  - *Once the keys are in the Key Drop Box, they **cannot** be retrieved.*
- Call the Enterprise Rent-A-Car office when the rental vehicle is returned to the campus delivery site.
  - *The telephone number is on the Key Drop Box.*
- A rental vehicle may be at the designated pick-up location prior to the reservation period. The University rental agreement does not provide insurance coverage on the vehicle before the start date and time of your reservation.
  - *Use of the rental vehicle before this period will result in personal liability.*

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Logistics

Fuel:

- All attempts will be made to have cars delivered to renters with a full tank of gas (Bloomsburg only)
- Renters **do not** have to fill the gas tank when you return the vehicle.
  - *Enterprise Rent-A-Car will charge for gas to the level noted on the rental contract agreement.*
- If you need to purchase gas during your trip, make sure to obtain a receipt, include the expense on the Travel Expense Report form as a miscellaneous expense. attach the receipt(s) to the Travel Expense Report form.
- Keep a copy of the rental contract agreement with you during use of the vehicle. Works as the vehicle registration, proof of insurance, and provide important emergency contact information.

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Charges:

- Charges for your rental vehicle by Enterprise Rent-A-Car begin on the date and time specified on the reservation. A one-day rental = 24 hours
  - *Example: If the reservation begins at 12 noon on Monday, it is due back by 12 noon on Tuesday.*
- There is a $10.00 daily fee for vehicles delivered on Friday for a Sunday or early Monday morning reservation.
  - Rental vehicles returned beyond the end time of the reservation are subject to a late fee.
  - Rental vehicles returned in a dirty condition will be subject to an additional fee for cleaning.
  - NO smoking policy otherwise additional charges apply
- Do not send the invoice to the Accounts Payable office as payment will be directly charged to your funds center, by Accounts Payable, through a monthly statement sent to the University.

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Charges:

Long-term Rentals

Weekly and monthly rates are discounted

- The Weekly Rate
  5.5 x the Daily Rate
- The Monthly Rate
  20 x the Daily Rate

- Long term rental renters must make an appointment with the local Enterprise branch should they want their car cleaned during the rental period

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Liability, Insurance & Accidents:

- **Collision Damage Waiver (CDW) -** CDW is to cover repair expenses to the rented vehicle and is included directly in the contracted rates for PASSHE and Bloomsburg University. Includes: full damage coverage of our rental car with no deductible, barring any contract violations
- **Personal Accident Insurance (PAI)** – An optional coverage for employees. University employees performing normal duties are covered by Workers Compensation policy. If the employee elects this coverage it is at their expense.
- **Supplemental Liability Coverage** – Included directly in the contract rates for PASSHE/Bloomsburg University. Provides third party liability coverage up to $1 million. This coverage is primary, unless again contract violation.
- **Accidents -** If an accident/incident occurs with a rental vehicle that may result in a claim or potential claim, employees are to report the situation immediately to Enterprise and thereafter to their supervisor with copies to the Vice President for Administration and Finance. Written accounts of the incident and ensuing documentation are required.

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Logistics

Roadside Assistance:
Enterprise Rent-A-Car provides emergency roadside assistance by calling 1-800-307-6666. This number is also printed on the rental agreement. *Additional fees may apply.*

Questions:
Questions or concerns regarding your rental vehicle should be directed to Enterprise Rent-A-Car.

Please call:
If vehicle delivered to campus: Bloomsburg Office – 570-784-8558
The phone number you need can also be found at the top of your rental agreement

If you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com

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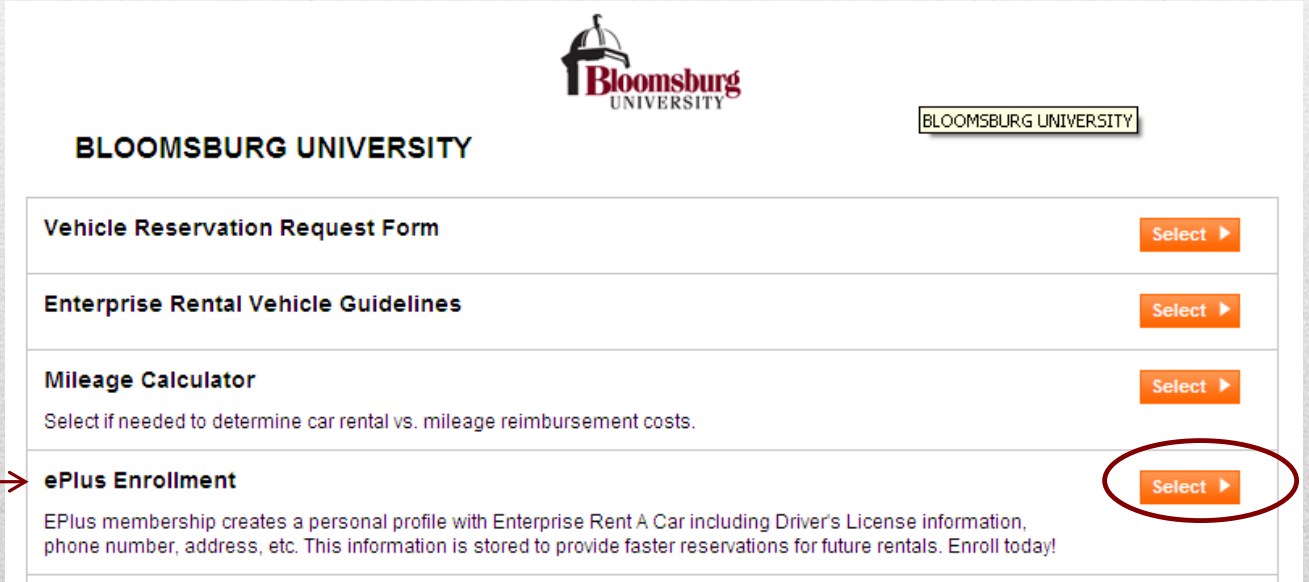
Using the Enterprise Website

ePlus Enrollment

ePlus membership creates a personal profile with Enterprise-Rent-A-Car including Driver's License information, phone number, address, etc. This information is stored to provide faster reservations for future rentals.

Helpful for frequent renters: information is stored & easily accessible



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The Process:

STEP 1: Travel Approval Request Form (TAR)

STEP 1A: Mileage Calculator

STEP 2: Vehicle Reservation Request Form

(If travel approval granted)

STEP 3: Make Reservations

STEP 4: Travel Expense Request Form (TER)

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STEP 1: Travel Approval Request Form (TAR)

- Users are required to complete a Travel Approval Request Form (TAR) prior to their trip;
- If traveling by vehicle the mileage calculator results must be attached (Step 1A);
- Route the TAR and mileage calculator for proper authorizations;

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STEP 1A: Mileage Calculator

- Used as a budgetary tool to assist budget managers;
- Attach the mileage calculator to the Travel Approval Request form;
- Route for approval.

Mileage Calculator Link

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STEP 2: Vehicle Reservation Request Form

- The Travel Approval Request form (TAR) has been *approved*.
- Traveler now needs to reserve either a University Owned vehicle or a Enterprise Rental vehicle;
- Complete the Vehicle Reservation Request form based on which type of vehicle is necessary;
- For University Owned vehicles forward the reservation form to the transportation office;
- For a Enterprise Rental Vehicle enter the reservation on the Enterprise website and forward short term vehicle reservation form to Accounts Payable or attach to the request in SAP Travel Management module.
- Accounts Payable will use this as approval for payment of the monthly Enterprise bill.

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STEP 3: Making Reservations

- Use Enterprise website;
- Chose between delivery to campus and pick up at Enterprise location;
- Trip number mandatory to complete reservation;

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STEP 4: Travel Expense Request Form

- To receive reimbursement of expenses the traveler must complete a Travel Expense Request Form (TER);
- Attach the required documentation and receipts (signed and dated);
- Route the form and documentation for proper signature authorizations;
- Approved TER is then forwarded to the Accounts Payable office, Waller Rm 18;
- Accounts Payable audits, validates and processes the request for reimbursement to the traveler.

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Subsistence Reminder:

- Subsistence covers meals and other subsistence expenses (taxes, tips, etc.);
- Subsistence **IS** an allowable maximum;
- Subsistence **IS NOT** an automatic allowance;
- Claim only actual expenses incurred; traveler must certify this on the Travel Expense Report:
  - Budget managers, at their discretion, may request receipts to ensure that amounts claimed are actual amounts expended up to the maximum;
  - If receipts for meals are requested for budgetary review, please maintain those receipts in the department. Do NOT include them with the Travel Expense Report that is forwarded to Accounts Payable for processing.

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Best Practices:

- Include original receipts for all miscellaneous expenses (parking, tolls, taxi, etc.)(signed and dated);
- Provide justification when necessary;
- Plan ahead;
- Complete travel expense report in a timely manner;

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BOG Policy:

- According to the BOG Policy 1986-07-A: Travel Expense Regulations:

F. Responsibility

The State System and a third party (e.g., professional organizations, governmental agencies) may share in the payment of travel costs as long as an employee is not reimbursed twice for the same costs. If an employee receives payment by a third party, the employee must reduce the amount of reimbursement requested from the State System by the payment received, or refund that amount to the State System.

Supervisors are responsible for reviewing and approving travel vouchers submitted by employees. Employees are responsible for insuring that expenses claimed on their travel reimbursement vouchers are proper and accurate. Careless, fraudulent, or negligent preparation of a travel voucher will require financial restitution and may result in disciplinary action. A traveler who knowingly presents a false, fraudulent, or fictitious claim may be subject to penalties under criminal statutes.

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