



Revised: July 16, 2018

## Enterprise Vehicle Rental Guidelines

### Reservations:

Information on how to make a vehicle reservation can be found on the faculty/staff webpage under the Faculty/Staff Tools section by clicking on Enterprise-Rent-A-Car. Enter your BU Windows' user name and password to login.

If you use the Vehicle Rental vs. Mileage Reimbursement calculation sheet (located on the webpage), please attach it to the Vehicle Reservation form.

Users are required to complete a Vehicle Reservation form and have proper signature authorizations before a vehicle rental reservation is made. You will need the approved Vehicle Reservation with trip number in order to complete the reservation process.

24 hour's notice is required for a rental vehicle cancellation. The \$10.00 daily weekend fee will still apply for cancellations of a Saturday, Sunday, or early Monday morning reservation if the rental vehicle has already been delivered to campus. If 24 hour's notice is not given for a rental vehicle cancellation, there will be a one-day rental fee. 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. Voice messages may be left if after normal business hours.

### Logistics:

Users have the option of picking up a vehicle at a nearby Enterprise branch location, or having the vehicle delivered to campus.

Rental vehicles delivered to campus will be parked at the upper parking lot next to the Waller Building.

Please park your personal vehicle in the employee spaces.

On return to campus, park the rental vehicle at the same Enterprise Rent-A-Car location where the car was picked up. Return the rental vehicle keys by placing them in the Key Drop Box. There is a Key Drop Box at the upper parking lot next to the Waller 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.

Pick up of a rental vehicle at an Enterprise branch location is during their normal business hours. Vehicle keys and the rental contract agreement will be provided at that time.

On occasions, 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.

**Fuel:**

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, list the expense on the travel expense form, attach the receipt(s) to the travel form.

Please keep your copy of the rental contract agreement with you during use of the vehicle. It will serve as your vehicle registration, proof of insurance, and provide important emergency contact information.

**Charges:**

Charges for your rental vehicle by Enterprise Rent-A-Car begin on the date and time specified on the reservation.

A one-day reservation is equivalent to 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 Saturday or Sunday 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.

Enterprise Rent-A-Car has a STRICT no smoking policy and will assess additional charges for smoking in a rental vehicle.

There is no need to send the invoice to the Accounts Payable Department as payment will be a direct charge to your cost center through a monthly statement sent to the university.

A monthly invoice will be sent directly to the Accounts Payable Department who in turn will ensure charges are posted to the respective departments renting vehicles.

**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.

**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  
Your local branch if you picked up your rental vehicle  
After office hours – 1-800-736-8222