

CWU Travel Procedure 225 Vehicle Rentals

(1) International Travel – Vehicle Rental

The use of rental cars in foreign countries is authorized in situations where commercial transportation facilities are either not available or their use is impracticable or more expensive. Those traveling to foreign countries are required to accept the liability (SLI) and (CDW/LDW) damage insurance coverage offered by the car rental company, the cost of which will be reimbursed to the traveler. For Faculty traveling on their own, including travel to Canada, contact Business Services prior to your departure. You can contact ext. 2335 or email toni.burvee@cwu.edu with any questions.

For travel with students or an Education Abroad trip, OISP and potentially Contracts & Procurement will work with you in to arrange transportation.

(2) Domestic Travel – Vehicle Rental

(A) Enterprise Rent a Car – The State has a contract with [Enterprise Rent a Car Corporation](#), a major vehicle rental company. The program provides for the daily rental of automobiles from over 4,500 airport terminals and other locations in the state of Washington and throughout the United States. The contract is for persons who need a vehicle in the course of traveling on official state or local government business within the continental United States including Alaska and Hawai'i. The contract provides economical rates 22% below previous contractor rates. There are many different vehicles available for rental depending on the travelers' needs. At key locations the vendor has allocated extra vehicles for the states' use and a program for frequent users who are in a rush, called Express Lane.

University employees should rent, whenever possible, from Enterprise Car Rental under the current State of Washington contract. This contract includes insurance coverage if the rental vehicle is damaged as well as liability coverage. This coverage applies regardless of the method of payment for the rental vehicle.

The Enterprise corporate account/customer number is **45WA077**. Please contact the Travel team for the Billing number. Insurance coverage applies only to rentals in the U.S. and includes:

1. Collision/Loss Damage Waiver (CDW/LDW) insurance provides coverage for the rental vehicle if damaged or stolen.
2. Supplemental Liability Insurance (SLI) of \$250,000 per person/maximum \$500,000 per accident/\$100,000 in property damage.
3. Damage exceeding these limits is covered by the State's liability program.

(B) Other Car Rental Companies – when an employee rents a vehicle from a car rental agency other than Enterprise Car Rental within the United States, the employee must accept the collision/loss damage insurance on the rental contract. Failure to do so will create personal exposure for the employee

Car Rental Insurance Coverage while on University Business:

Vehicle/Payment Source		Coverage		
Vehicle Source	Payment Source for Rental Vehicle >	Physical Damage to Rented Vehicle	Property Damage to Other Party	Bodily Injury to Other Party
Motor Pool	Department budget	Coverage included in cost of rental rate	* Primary and Excess - University liability program	* Primary and Excess - University liability program

			(SILP) for University authorized users only.	(SILP) for University authorized users only.
Enterprise Car Rental (made under the State of Washington contract)	Directly billed to CWU	Enterprise (the collision/loss damage insurance should be declined on the rental contract) Coverage included in State Contract Rental Rate	Primary - Enterprise; * Excess - University liability program (SILP) for University authorized users only.	Primary - Enterprise; * Excess - University liability program (SILP) for University authorized users only.
Any other rental agency/ Domestic rentals	Personal source of payment	The renter must accept the collision/loss damage insurance on the rental contract.	* Primary and Excess - University liability program (SILP) for University authorized users only	* Primary and Excess - University liability program (SILP) for University authorized users only
Any other rental agency/ Foreign rentals	Personal source of payment	Primary-Renter must accept the collision/loss damage insurance on the rental contract./No excess	* Primary - The renter must accept the SLI coverage on the rental contract. Excess - University Foreign Liability Policy on if travel is reported on the Master Foreign Liability Form for University authorized users only.	* Primary and Excess - University Foreign Liability Policy only if travel is reported on the Master Foreign Liability Form for University authorized users only
Personal Auto	Not applicable	Vehicle owners Personal auto insurance/ No excess	Primary - Vehicle owners Personal auto insurance; *Excess - University liability program if using the vehicle for official state business.	Primary - Vehicle owners Personal auto insurance; *Excess - University liability program if using the vehicle for official state business

* Coverage for injuries to CWU employees is provided through Labor and Industries (workers compensation). Injuries to non-CWU individuals and students should be submitted to their personal health insurance companies.

** Claims must be reported to Business Services and the Travel Desk within 20 days from the date of the incident.

(C) Procedures to reserve an Enterprise vehicle

1. Make reservations at least 7 calendar days in advance for one-way rentals and at least 24 hours in advance for local rentals. Local rentals are those where the renter will return the vehicle to the same location as rented.
2. Login to the Enterprise website at www.enterprise.com, or
3. Call 800 Rent A Car (800-736-8222), or

4. Reserve through any of the airfare partners.
5. Reference the CWU Corporate Account Number 45WA077
6. For the Billing number, please contact the Travel team.

7. Decline collision/loss damage waiver insurance (CDW/LDW); you are automatically covered under the contract
8. Decline promotional rates; they conflict with the contract
9. Decline any other insurance unless you want to pay for it yourself

(3) Personal Use of a Rental Car

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

(4) 15-Passenger Van Rental

The Departments/travelers renting 15-passenger vans while in travel status are required to comply with the [DES Enterprise-Wide Transportation policy](#) and maintain the required documentation.

(5) Other Considerations

- (A) If you have a mishap with the vehicle, follow the procedures Enterprise gave you at pickup.
- (B) To avoid fuel charges from the rental location, top off the tank prior to returning the vehicle.
- (C) Transporting of unauthorized passengers in a rental vehicle is not recommended and is considered a personal decision. The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident.

(6) Pricing

VEHICLE CLASS	Daily	Weekly	Hourly
Economy/Compact including Hybrid (When and Where Available)	\$40.50		
Standard including Hybrid (When and Where Available)	\$42.52		
Full Size	\$44.55		
Minivan	\$76.19		
12 Passenger	\$136.19		

Standard SUV'S- 5 passenger(Model examples only: Chevy Trail Blazer, Jeep Liberty and Ford Explorer) All 4x4's	\$72.64		
Full Size SUV's- 7-8 passenger(Model examples only: Dodge Durango, Ford Expedition and Chevy Tahoe) All 4x4's	\$96.18		
Cargo Vans	\$103.91		

One-way drop fee: Home city locations \$0 for one-way rentals. Out of state Home-city locations \$125 for one-way rentals.

Add the following daily surcharge by location:

Applies to Airport Locations

\$3.00: Richmond, VA

\$4.00: Seattle Airports

\$5.00: Augusta, GA; Charlotte; Cincinnati; Cleveland; Harrisburg, PA; Indianapolis; Kansas City; NW Arkansas Regional Airport (XNA); Phoenix; Raleigh-Durham; Sacramento; Scranton, PA; St. Louis; State of IL (excl. Chicago); State of TN (excl. Nashville); State of SC (excl. Myrtle Beach); State of Wisconsin

\$7.00: Albany; Westchester (HPN); Stewart (SWF); Islip (ISP); Burlington (BTV)

\$8.00: Manchester; Salt Lake City

\$10.00: Aspen; Atlanta; Burbank; Colorado Springs; Denver; Eagle, CO; Hartford; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Minneapolis/St. Paul; Nashville; New Orleans; Pittsburgh; Providence; San Diego; Southern CA Regional Airports; State of TX; Twin Falls

\$12.00: Baltimore; Detroit; Monterey; Philadelphia; Santa Rosa; Washington DC Airports (IAD & DCA)

\$15.00: Boston Airports; Chicago Airports; Los Angeles International Airport (LAX); Midland, TX

\$16.00: Oakland; San Jose

\$20.00: San Francisco Airports; State of MT Airports; State of ND Airports; Rapid City (RAP)

\$30.00: Islip (ISP); Kennedy (JFK); LaGuardia (LGA); Newark (EWR); Westchester (HPN)

Applies to Airport & Home City Locations

\$5.00: Islip Home City; State of NY; Seattle Home City

\$10.00: Puerto Rico; Bemidji, MN; Las Vegas Strip; State of MT Home City; State of NE (excl. Omaha & Lincoln); State of ND Home City; State of SD (excl. Sioux Falls); State of WV; State of WY (excl. Cheyenne, Laramie, & Jackson); Elko, NV

\$12.00: Los Angeles Home City; West LA Area Home City; San Francisco Central Coast Home City; San Francisco East & North Bay Home City; Washington DC Metro

\$15.00: Boston Home City; Chicago Home City; Hawai'i Home City; State of AK; Tahoe

\$16.00: San Francisco South Bay Home City

\$17.00: NY/CT/NJ Metro (Westchester Home City, Stamford, and Jersey City)

\$20.00: San Francisco Peninsula Home City

\$21.00: NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Stanton Island)