



DATE: September 20, 2007
TO: University Employees & Student Travelers
FROM: Deb Kerkaert, Business Manager
RE: Enterprise Rentals

This memo is written to remind everyone of the contracts with Enterprise Rent-A-Car for the rental of vehicles for state travel and the procedures that need to be followed. Two key areas in which we have issues involve the early pick up and the after hour drop box for keys. Please be sure you review these items. All information regarding rentals and the state contracts are on our website at <http://www.southwestmsu.edu/Administration/BusinessServices/Index.cfm?Id=173> .

Enterprise Location: 1650 West College Drive
Marshall, MN 56258 (airport terminal)
Hours: Monday-Friday 7:30 a.m. to 5:00 p.m.
Telephone: 507-532-3723
SMSU Corporate Acct #: 19B0455

You must call Enterprise to schedule your rental. You do not need a separate purchase order. All rentals are billed to one SMSU account. You must have your SMSU six-digit cost center number available at time of rental to be included on the rental agreement. The Business Office staff will use this cost center number to charge the rental to your account.

Each authorized driver must present their driver's license at the time of rental. **Only SMSU employees or SMSU student employees can be authorized drivers. No one other than SMSU employees and SMSU students may ride in an Enterprise vehicle with the authorized driver(s).** The Enterprise contract for rentals within the six state area of MN, SD, ND, IA, WI, and IL requires drivers to be at least 18 years of age. The contract for rentals driving outside of the six state area requires drivers to be at least 21 years of age.

If you need to have a vehicle available prior to 7:30 a.m., you may pick up the vehicle after 4:00 p.m. on the day prior to your departure for a small additional fee. The fee schedule is available at http://www.southwestmsu.edu/Administration/BusinessServices//entearlypickup_001.pdf . Your rental time then commences as of 8:00 a.m. the next day. If you need a vehicle early on a Monday morning or late on a Sunday, you will have to pay a relatively small weekend rental fee to pick up the vehicle on Friday. **You MUST tell the Enterprise personnel that you are picking the vehicle up for an early departure so that you are not charged for a full day. If you pick the vehicle up prior to 4:00 p.m. you will be charged for an extra day.** If Enterprise asks you to pick up the vehicle prior to 4:00 pm you will then not be charged for an extra day. Please ask for this in writing.

You must add 15.7% sales tax to amount shown on the fee schedule listed on the website. We are not exempt from paying these taxes. Rentals can be based on limited or unlimited mileage so you should review your travel needs to make the most economical decision. Please make certain you tell Enterprise which rental option you desire at the time of rental. **Remember your rental time is for a 24 hour time period from when you pick up the vehicle (or 8:00 a.m. based on early pickup). So, be mindful of the time you return your vehicle so that you do not incur unnecessary extra hour or day charges.**

Please be aware of the size of your rental car in relation to its price. A mid-size or full-size car should be sufficient for most needs. If you have a number of employees or students traveling together a mini-van is less expensive than an SUV. **If upgrades are offered, be aware that the upgrade is likely to cost you more.**

Insurance is included in the state contract rental rates. Employees should not purchase additional optional insurance offered through Enterprise.

You are responsible for paying the gas for rental vehicles. Be sure the vehicle has a full tank when you pick it up. If it does not, immediately notify Enterprise and have it documented in writing. The vehicle must be returned with a full tank or you will be charged through Enterprise to fill the tank. **You must keep your gas receipts to be turned in with your employee expense form for reimbursement.**

When returning your rental vehicle after Enterprise office hours, put the vehicle keys in the key drop box inside the airport building near the Enterprise office. If your keys are not deposited in the drop box, there is the possibility of an extra day rental charge. Also, be aware that there are only certain designated spaces for parking Enterprise vehicles as well as your vehicle. You will be ticketed by the City if parked illegally. If you are uncertain of where to park, ask Enterprise employees to explain the parking regulations.

It is highly unlikely that a vehicle will be unavailable for rent through Enterprise. If you choose to use your personal vehicle, mileage will be reimbursed at a rate of seven cents per mile **less than** the current Federal IRS mileage reimbursement rate on the most direct route. For example, the current Federal IRS mileage reimbursement rate is \$.485 per mile; you would be reimbursed \$.415 per mile.

Twelve passenger vans are currently available. Drivers must be employees (including student employees) and age 21 or older. There are additional procedures to be implemented some time during fiscal year 2008 that will likely include either a CDL (Commercial Driver's License) or a training course in order to drive any vehicle that can carry 10 or more passengers. We will notify the campus community when these procedures are finalized.

Please ask questions whenever you are unsure of pricing or procedures. It is better to be informed prior to rental than after the invoice is received. We will post any changes to the contracts on the Business Services website when they occur and will notify the campus of changes through the daily email notices.

Thank you.