

## **Vehicle Rental Overview**

Vehicle rental expenses such as cars, boats and aircraft may be reimbursed when regular means of transportation are unavailable or inappropriate for the particular use. Travelers cannot be reimbursed for mileage on a rental car, but gasoline reimbursement is appropriate.

Generally, rental cars are unnecessary when staying at a conference hotel. Check the conference web site for transportation options such as shuttles between airport and conference hotel and/or conference venue.

If a vehicle is necessary, itemized, final receipts are required and a business purpose should be clearly documented for all rentals. Economy or Compact rate is normally required. Optional features like GPS units and satellite radio cannot be reimbursed.

Exceptions include:

- Three or more persons riding in the vehicle
- When the State of Oregon Enterprise/National or Hertz Contract is used intermediate size allowable
- Transporting large amounts of business equipment
- Severe weather conditions
- Medical conditions - contact the UO Travel Manager.

The vehicle rented should be the most economical that meets the business need.

The reason for any exception must be documented on the travel reimbursement form or the banner document when making direct payment.

When combining business travel with personal travel the car rental must be prorated.

The easiest way to do this is to divide the total cost by the number of total days.

This will give you the daily total that you can reimburse for each business day.

### **Employees/Students**

The State of Oregon has contracts with Enterprise/National/WeCar and Hertz that are available for use by the University of Oregon for business travel. When these contracts are used, the car rental company takes full responsibility for the entire risk of loss or damage to the rented vehicle for travel in the United States. They also allow drivers age 18 and older to drive without adding a minimum age surcharge to the rental.

Departments should take advantage of these contracts and use them when a rental vehicle is necessary. These contracts are for use by UO employees or students only, who are on Official UO Business.

If employees are combining personal time with business, they are not eligible to receive the contracted rates. Please see the Enterprise/National FAQs for options on personal rentals.

Enterprise/National FAQs

When combining business travel with personal travel the car rental must be paid by the traveler. They can be reimbursed for the business portion by prorating the receipt. The easiest way to do this is to divide the total cost by the number of total days.

This will give you the daily total that you can reimburse for each business day. Any car rental that includes personal time can not be direct billed to the department.

When personal time is combined with business, travelers should be aware that their own personal insurance will be primary in the event of an accident in the course of personal business such as side trips outside the direction and control of the University.

### **Visitors/ Lecturers/Interview Candidates/Independent Contractors**

Visitors are not eligible to receive the contract rates or insurance coverage that is included with the State of Oregon rental vehicle contracts. They are responsible for their insurance coverage and for paying for their rental vehicle. These rentals cannot be direct billed to the UO department, but the department may make a reservation for the visitor in the visitors name. The visitor will then have a full understanding of their obligations with the rental company.

The UO may reimburse the individual according to the travel policy, including expenses they may incur by purchasing Collision Damage Waiver/Loss Damage Waiver (CDW/LDW) insurance for the rental vehicle.

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## **Enterprise/National Car/Hertz Rental Contracts**

When making reservations, you must use the corporate account number. When making reservations online, you must use both the corporate account number and PIN number. If the account number is not used, you will not be eligible for the contract rates and the insurance will not be included. Please contact the Business Manager in the Philosophy office for help with car rental.

## **Insurance on Rented Vehicles**

The state provides coverage for rental vehicles if they are to be used for official business. At the time of rental the employee or agent should purchase the Loss Damage Waiver (LDW), also known as Collision Damage Waiver (CDW) if it is available.

The following methods already provide LDW insurance coverage and in these instances LDW should not be purchased.

- Renting with the corporate travel credit card (cardholder only) or
- Renting under one of the state's contracts with Enterprise or Hertz.

The cost for the LDW is reimbursable. Other types of insurance are not.

If a rental vehicle is to be used for a mix of personal and business purposes, LDW insurance will be reimbursed for the business portion only. Independent contractors are responsible for their own insurance.

If an auto rental company in the US or Canada requests a certificate of insurance, contact UO Risk Management at 346-2021. If there are plans to travel outside the US, US territories and possessions, and Canada, the department should contact UO Risk Management for help in obtaining the appropriate coverage.

## **Accidents**

The renter of a vehicle involved in an accident, must report the accident within 24 hours to the Department of Risk Management.

Contacts:

- General risk management help, 541-346-8316
- Risk Manager: [Flo Hoskinson](#), 541-346-3233
- Insurance and Claims Coordinator: [Lisa Taylor](#), 541-346-2307