Enterprise Rental Vehicle & New Travel Information Overview
Effective August 2011, the University terminated the DGS state vehicle program and initiated a partnership with Enterprise Rent-A-Car.

Note – BU will still retain the University owned vehicles listed below:

- 2 -7 passenger mini-vans;
- 2 -15 passenger vans;
- Vehicle at the Provost office;
- 15 passenger van for the Geoscience Dept.;
- Busses
**Enterprise-Rent-A-Car**

**Benefits include:**

- New model vehicles = less risk (safety) and satisfied customers;
- Cost neutral to University; Budget will be shifted from Vehicle Services across divisions based on historical usage;
- 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
Rental Options

Long-term rentals:
- Admissions office (6 vehicles/semester);
- Exceptionalities (3 vehicles for Fall semester; 6 for Spring semester);
- Business Education (1 vehicle/semester);
- Secondary Education (1 vehicle/semester)

Daily rentals
The New Process:

**STEP 1:** Travel Approval Request Form

**STEP 2:** Mileage Calculator

**STEP 3:** Vehicle Reservation Request Form

(If travel approval granted)

**STEP 4:** Make Reservations
Reserving a Rental Car

STEP 1: Travel Approval Request Form

Users are required to complete a Travel Approval Request form and have proper signature authorizations before a vehicle rental reservation is made.

- You must be 21 years of age with an approved driver’s license in order to rent and operate a vehicle from Enterprise. The age limit is 25 years old if you choose to rent the 12 or 15 passenger vans.

Requires an approved Vehicle Reservation with funds reservation number in order to complete the reservation process.

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 to cancel the reservation if the vehicle is being delivered to campus.
- 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 you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com
Reserving a Rental Car

STEP 2: Mileage Calculator

Before reserving a rental car, users should utilize the Mileage Calculator to determine if renting an Enterprise-Rent-a-Car is more cost effective than using a personal vehicle.

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

*Note* - The Board of Governors travel policy states that “prudence and economy” in conjunction with the “purpose and constraints” of the travel must be used when traveling on official university business. The Enterprise trip optimizer can assist with determining the most economical method of travel (with accurate inputs; i.e. the current cost of a gallon of gas), specifically compare the cost of mileage reimbursement vs. renting a car. Travelers are strongly encouraged to utilize the most economical method.

The Mileage Calculator can be found here:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=BLOOMSBU
Reserving a Rental Car

STEP 2: Mileage Calculator

Enter in information to calculate the benefit

Attach calculation sheet to Vehicle Registration Request form when completed
Reserving a Rental Car

**STEP 3: Vehicle Reservation Request Form**

A Vehicle Reservation Request Form must be filled out and approved before any additional steps can be completed. 

Rental Car Options & Pick-up Locations:

STEP 4: Making Reservations

Two 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.

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Rental Car Options & Pick-up Locations:

STEP 4: Making Reservations

2. **Having the vehicle delivered to campus** - The rental vehicle will be parked at faculty/staff red parking lot #4 adjacent to and west of the Waller Building, and adjacent to and north of the Andruss Building. When entering the lot, the first two spaces on the immediate right will be signed for rental car parking,

- Do **NOT** park your personal vehicle in the designated Enterprise Rent-A-Car space the Buckingham Maintenance Center. Please park your personal vehicle in the employee spaces.
  - Keys and the rental contract for vehicles delivered to campus will be dropped off during BU normal business hours, to the University Police.
  - The police staff will verify that the correct person is receiving the car keys and contract by checking the person’s picture identification card against the contract name.
Using the Enterprise Website

Rental car options and pick-up locations on the website

1. Bloomburg University Faculty and Staff – Delivery to Campus (Buckingham Maint. Bldg.)
   Select this option if you are a BU Employee, and are using a university budget to fund the cost of the rental vehicle and related expenses (i.e. fuel), and want the rental delivered to campus.

2. Bloomburg University Faculty and Staff – Pick Up Rental from Enterprise Location
   Select this option if you are a BU Employee, and are using a university budget to fund the cost of the rental vehicle and related expenses (i.e. fuel), and want to pick up at an Enterprise Branch Location.

CGA ONLY – Delivery to Campus (Buckingham Maint. Bldg.)
Select this option if you are using a CGA budget to fund the cost of the rental vehicle and related expenses (i.e. fuel).
Using the Enterprise Website

After clicking on the orange “select” button, it will take you to 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.
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 Buckingham Maintenance Center.

• Return the rental vehicle keys by placing them in the Key Drop Box. There is a Key Drop Box at Buckingham Maintenance Center.
  ➢ 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.

• 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.
Logistics

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, include the expense on the Travel Expense Report form as a miscellaneous expense, secure the necessary approval signatures, attach the receipt(s) to the Travel Expense Report form and return the form to the Accounts Payable office (WAB 18) for reimbursement.
- 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.
  - 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 office as payment will be directly charged to your funds center, by Accounts Payable, through a monthly statement sent to the University.
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. This includes full damage coverage of our rental car with no deductible, barring any contract violations such as drinking while driving, etc…. up to $1 million combined single limit.

- **Personal Accident Insurance (PAI)** – This is 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** – This is included directly in the contract rates for PASSHE/Bloomsburg University. It 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.
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
Travel Information Overview

Existing Travel Forms:
• Travel Approval and Expense (TER) form
• Daily Expense Report form
• State Vehicle Approval Reservation form

New Travel Forms:
• Travel Approval Request (TAR) form
• Travel Expense Report (TER) form
• Vehicle Reservation Request form
Summary of Changes:

- Separation of pre-approval (Travel Approval Request (TAR) form) and actual expenses (Travel Expense Report (TER) form);
- Increased levels of approval as per request from Academic Affairs;
- One travel expense form (TER) to incorporate both daily and overnight travel;
- Total actual reimbursement approved by budget manager (if different than Supervisor/Dean);
- Built in calculators for overnight and non-overnight subsistence;
- Mileage calculator to estimate cost of personal vs. Enterprise rental vehicle;
- Inclusion of conference itinerary information; if applicable;
- Explicit documentation of approved amounts;
- Inclusion of provision for classes during absence
Benefits of New Forms Structure:

- Easier to read and complete;
- One funds reservation number which will encompass the entire cost of the travel which will enhance reporting capabilities;
- Funds will be encumbered directly in the funding source funds center eliminating the need for budget transfers;
- Clarity for amounts approved;
- Increased information for both travel approvers and audit purposes;
- Documentation of alternate drivers
Future of Travel Processing:

- Automated processing using the SAP Travel Management module:
- SAP Travel Management module given priority by SAS Advisory Council in February 2011
- System-wide committee was formed; Bloomsburg is represented;
- Implementation of SAP Travel Management module placed on hold by SAS Advisory Council in March 2011 due to outcomes of the first committee meeting and competing priorities;
- A&F VPs expressed desire for project to continue pending committee review of System-wide travel policies and procedures. Work schedule to begin in Fall 2011