

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.

Generally rental cars are not necessary when staying at a conference hotel. Check conference web site for transportation options such as shuttles between airport and conference hotel.

If a vehicle is necessary, receipts are required and a business purpose should be clearly documented for all rentals. Economy or Compact rate is normally required.

Exceptions include:

- Three or more persons riding in the vehicle
- 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 Coordinator.

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

The reason for the exception must be documented on the travel reimbursement.

When combining business travel with personal travel the car rental will have to be prorated.

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

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

Travelers cannot be reimbursed for mileage on a rental car, but gas reimbursement would be appropriate.

The State of Oregon has contracts with Enterprise/National/WeCar and Hertz that are available for use by the University of Oregon. When these contracts are used, the car rental agencies will take full responsibility for the entire risk of loss or damage to the rented vehicle. 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". Contractors, speakers, lecturers, visitors, etc, may use these vendors for their rental needs, but they are not eligible for the contract rates or insurance coverage. Independent contractors are responsible for their own insurance. This applies whether or not you are paying the contractor for their services. If employees are combining personal time with business, they are not eligible to receive the contracted rates. Please see the Enterprise/National FAQ's for options on personal rentals.

Enterprise/National Car Rental Contract

The corporate account number of XZ46UOR must be used when making your reservations. If this number is not used you will not be eligible for the contract rates and the insurance will not be included. There is also a PIN number that must be used if reservations are made online. Check with your department travel person for this code or call the BAO Travel Office.

Hertz Car Rental Contract

The corporate account number of 1485589 must be used when making reservations. This number is specific to the University of Oregon. If you want to enroll on line for the Gold Online, the promo code needed is 9242.

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 Limited 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 Becky Adair, U of O Risk Director at 346-8316. If there are plans to travel outside the US, US territories and possessions, and Canada, the department should contact Becky Adair 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 Deb Donning, Office of the General Counsel, via email: djm@uoregon.edu or phone (541) 346-3013.