

How to Rent a Car

Intended Use: There are two matters to consider before choosing a rental car source. First, a car rented through a Wisconsin state contract cannot have any personal use, such as a side trip while traveling on business. Additionally, it cannot be used to transport anybody who is not a UW or state employee or a student. These restrictions do not apply to a car rented from the National Car Rental Big Ten contract.

The WSCA Master Price Agreement includes four contract car rental sources:

- National (Big Ten Contract)

This should be used for business trips that include more than incidental personal mileage and/or when there is an accompanying non-employee (spouse, family, etc.) who is not traveling on UW business.

- Enterprise Rent-A-Car, Hertz, and National (UW Business)

This should be used for business trips that have no personal use and will carry only individuals traveling on official UW business. There is not a distinction for in-state, out-of-state or international as all vendors have equal shares of nationwide contract.

Rates & Booking Codes

Contractor	Booking Code	Rates and Additional Information	Local Phone	National Phone
National–Big Ten Contract	5766241	http://www.uwsa.edu/fadmin/fppp/Big10National.htm		800-227-7368
National	XZ44WIS	http://www.uwsa.edu/fadmin/fppp/National.htm	781-5678	
Enterprise Rent-A-Car	XZ44WIS	http://www.uwsa.edu/fadmin/fppp/Enterprise.htm	785-7400	800-261-7331
Hertz	66253	http://www.uwsa.edu/fadmin/fppp/Hertz.htm		800-654-3131

Rental Procedures

- Call the local office for rentals originating in the La Crosse area.
- Be prepared with the following information:
 - Name of renter
 - Booking Code (from above table)
 - WSCA Master Price Agreement Contract Number 15-97514-901
 - UW-L office name and telephone number
 - Type of car (compact, standard, full size, etc.)
 - Dates involved
 - Additional driver(s) – Must sign the rental agreement when the car is picked up.
- Ask for a confirmation number.

- If your trip begins or ends outside of Enterprise office hours, let them know this. If you have to pick up the car early (example: Saturday morning pick up for a trip beginning on Sunday), let them know, as they should not charge you until your trip actually begins. The same applies if you return the car after hours.
- Enterprise offers home/office pick up service.

On-Line Reservations

You may make reservations on-line with all contractors, though it may be easier to call the local offices for rentals that originate in La Crosse. Please make sure to indicate the booking code.

National: <https://www.nationalcar.com/offer/XZ44WIS>

Enterprise: <http://www.enterprise.com/stateofwi>

Hertz: www.hertz.com

Fox World Travel: <http://portals.foxworldtravel.com/University/>

Vehicle Size and Cost

The vehicle rented should be reasonable in terms of size, cost, number of passengers, and cargo to be transported. Claims for reimbursement of other than subcompact, compact, or mid-size (standard) models, for reasons such as three or more passengers, bulky equipment, etc., must be documented in writing with the TER. Only individuals involved in State/UW business should be included in the count.

- Vehicle Title / License Recovery Fee

The contract vendors are allowed to charge an additional small fee to recover their costs for vehicle titles and licenses.

- Insurance

The contractor vendors include free collision and liability insurance for most rentals. If it is necessary to rent from a non-contract vendor, or if the contract vendor does not provide insurance for that location, collision and liability insurance must be purchased and claimed on the TER. All other types of insurance are not reimbursable. Employees should verify that the State/UW's contract ID number 15-97514-01 is referenced on the rental agreement to assure contract coverage.

- State, County, and Local Taxes

When renting vehicles within the State of Wisconsin **for business purposes** to avoid being charged for state, county, and local taxes, employees should provide the vendor with our [State of Wisconsin Sales Tax Exemption/Contract Rate Letter](#).

- Other Equipment and Services

GPS and vendor refueling are not contracted for and will not be paid or reimbursed by the University. The contractors require the vehicle to be returned with a full tank of gas or they will charge substantially more per gallon when they fill it. You should fill the gas tank yourself before returning the rental vehicle and then claim the gas on your TER.

Identification

You could be required to show UW-L identification if you are not using a state corporate travel card to pay for the rental. Student drivers must present the [State of Wisconsin Sales Tax Exemption/Contract Rate Letter](#) to the rental vendor as approval to rent a vehicle under the contract.

12 and 15 Passenger Van Rental Requirements

The driver must successfully complete the training program. Enterprise is the sole source for these types of rentals. For more information, visit the Risk Management website at <http://www.uwlax.edu/budgetandfinance/riskmanagement/>

Non-Contracted Vendors

Use of the above vendors is mandatory. If vehicles are not available from any of these vendors, the employee must use his/her best judgment in renting an appropriate vehicle from a different vendor. Use of non-contract vendors or rental requires documentation for reimbursement to be considered. Collision insurance should be purchased in those situations where it is necessary to rent from a non-contract vendor or where a contract vendor's contract does not include the required coverage.

Vehicles may be rented from non-contract vendors if it can be documented that the price quoted for the rental is less than our contract rate and that that quotes also contains the same level of insurance that we have with our contract.

Additional Links:

UW-System vehicle rental policy is at <http://www.uwsa.edu/fadmin/fppp/fppp369.htm>

Appendix C - Contract Vendor Information - Including terms and links to specific vendor booking procedures and pricing <http://www.uwsa.edu/fadmin/fppp/fppp36c.htm>

State of Wisconsin Sales Tax Exemption/Contract Rate Letter
<http://www.uwsa.edu/fadmin/fppp/fppp36h.pdf>