

RENTAL CAR PROCEDURES

WHO CAN RENT A CAR?

The minimum renter age for State employees (including student employees) conducting official State business is 18 years old. The minimum age for large passenger vans is 25 years old.

DO I NEED TO MAKE THE RESERVATION WITH A SPECIFIC COMPANY?

Hertz is the primary vendor and Enterprise is the secondary vendor. If these companies do not have a vehicle available, other rental agencies may be used. Please contact the Travel Office if you need assistance in making alternate arrangements.

HOW DO I MAKE MY RENTAL CAR RESERVATION?

- 1) Credit Card – (Personal or University issued card)
- 2) Visa Business Travel Card – Call Sunflower Travel

Credit Card

You can book your reservation through the listed methods:

- www.hertz.com, (24 hours a day)
- Hertz Reservation line at 888-300-8035 (24 hours a day)
- Counter Walk-up (during hours of operation)

If the reservation is made using a personal credit card, the reimbursement is processed after the travel is complete.

State employees should use the Corporate Discount Program number at the time of reservation. This program number ensures the traveler receives the State of Kansas discount.

- Hertz (1978737)
- Enterprise KS9999

Visa Business Travel Card

The Sunflower Travel Agency can book your reservation which will allow the Hertz rental car charges to be billed directly to the University. A travel number (**TA**) is required prior to booking and a **service fee of \$10.00** will be charged for this service. Sunflower contact number is 316-733-2753.

DO I NEED A TRAVEL AUTHORIZATION NUMBER TO RENT A CAR?

You will need a Travel Number if you book your reservation through Sunflower Travel or if you are traveling out-of-state.

How can I obtain a Travel Number (TA)?

- Contact the designated delegate of your department who processes travel arrangements on the behalf of the travelers.
- If your department doesn't have a delegate, you will be responsible to process your travel information in the Travel software (TEM) to obtain a Travel Number.
 - How can I do this?

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- Go to www.wichita.edu and login into mywsu. Select Faculty and Staff tab and look for "Travel & Expense Management (TEM) Login". Note: if you are off campus, you need to use VPN to be able to use the software. The link of "How to guides" provides information on how to enter the information in TEM

If you need assistance, please feel free to sign-up for a training session on the WSU Portal in "MyTraining" or contact the Travel Department at (316) 978- 5811 or (316) 978-6932.

FAQ's

MY DEPARTURE TIME IS BEFORE THE RENTAL CAR AGENCY OPENS?

Hertz offers the option to pick-up a vehicle with advance notification at no additional charge. Details can be found on the Purchasing website in the contract "Vehicle Rental Service." Contact the Hertz directly to make specific arrangements (even if Sunflower Travel has made the reservation).

DO I NEED TO ACCEPT INSURANCE WHEN RENTING A CAR?

If an automobile, mini-van or sport utility vehicle is rented and payment is made with a WSU provided Visa Card/Account, the traveler should decline the LDW/CDW coverage as this is provided by WSU VISA accounts. **If using a personal credit card to reserve a vehicle, if LDW/CDW is accepted the traveler will be reimbursed for selecting this coverage.**

If a full-size passenger van (12 or 15), pickup truck or cargo van is rented, LDW coverage will be included in the rental cost upon reservation with Hertz and Enterprise. If the traveler is renting a full passenger van, pickup truck or cargo van with another company, LDW/CDW coverage should be accepted.

Personal Accident Insurance (PAI), Personal Effects Insurance (PEI) and other supplemental liability insurance are considered personal expenses and are not reimbursable.

***Note:** Coverage is only provided when the person driving the vehicle is listed on the rental agreement with the car rental company. If multiple drivers are anticipated, those drivers must be included on the rental agreement in order for your Agency to have protection.*

IF AN ACCIDENT HAPPENS, WHAT SHOULD I DO?

All incidents must be reported immediately. If an accident occurs involving a privately owned, state-owned or leased motor vehicle being used for official state business, the following web site provides detailed information required regarding the actions required by the vehicle operator:

http://webs.wichita.edu/depttools/depttoolsmemberfiles/controller/Hertz_Accident_Procedures.pdf

All accidents need to be reported to WSU Travel Office.