



WICHITA STATE  
UNIVERSITY

FINANCIAL OPERATIONS  
AND BUSINESS TECHNOLOGY

Travel Services

## Rental Vehicle Accident Procedure

**VISA requires that the claim be submitted within 20 days of the incident to provide coverage.**

1. Contact the local police or sheriff's department to file an incident report and obtain a copy of the document.
2. If another party is involved exchange information. Make sure to obtain their name, address and phone number, as well as, their insurance company's name, phone number and policy number.
3. If the rental car needs towed, contact the rental company to tow the vehicle and arrange a new vehicle, if needed. While at the rental company, obtain a copy of the rental agreement. Follow up with the rental company to obtain itemized repair bill.
4. The WSU employee must report the accident to their supervisor.
5. If the rental car was reserved through Sunflower Travel Agency, send all paper work to WSU Travel Services Department and they will file the claim with VISA, send the following documents within 10 business days:
  - a. Initial rental agreement and final rental agreement front and back pages
  - b. Accident Report
  - c. Confirmation to Travel Form signed by your direct supervisor
6. If the rental car was reserved with a WSU issued Procurement Card contact Travel Services Department within 10 business and they will assist you in completing the claim.