



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Rental Vehicle Accident Procedure

If the rental car was reserved with a WSU issued Procurement Card contact Travel Services Department at wsutravelfoffice@wichita.edu within 10 business days of the accident. In addition, the traveler (cardholder) will complete the steps below and submit required documents to Travel Services.

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 (cardholder) must report the accident to their supervisor as soon as possible.
5. Send the following documents within 10 business days to Travel Services at wsutravelfoffice@wichita.edu:
 - 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
 - d. Itemized repair bill from rental company
 - e. Photos of the damages
 - f. Monthly UMB/VISA billing statement that the rental was charged

Once Travel Services receives notification of the accident they will file the claim with VISA and provide VISA with the required documents. Travel Services will act as the liaison between VISA and the traveler (cardholder) until the claim has been processed.