



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Rental Vehicle

Contracted Rental Companies

Enterprise (primary) and Hertz (secondary) are the contracted rental vehicle providers for the State of Kansas. Travel within the State of Kansas requires the use of these vendors. If a vehicle is not available from either vendor, another rental agency may be used. Contact Purchasing Office for more information regarding the documentation needed when using an off contract vendor.

Renting a Vehicle

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.

Payment Method

- Sunflower Travel – charged directly to the fund/org listed on the approved Travel Authorization (TA) they charge an administrative booking fee of \$10.00. Contact information 316-733-2753 or lolareary@sunflowertravel.com
- Personal Credit Card – reimbursed after the trip has concluded on Travel Reimbursement (TR)
- WSU BPC card – charged to the fund/org listed on log or within Travel & Expense Management (TEM)

Rental Account Number

If you choose to book your own rental vehicle, you must reference the following numbers to receive contracted rate and benefits. All rentals booked through Sunflower Travel will automatically link to the WSU account.

- Enterprise
 - **XZ51WSU** – Use when renting a Compact, Intermediate, Full Size, Compact SUV, Midsize SUV, Large SUV, Minivan, Hybrid Midsize vehicle.
 - **XZ51WSC** – Use when renting a Pickup Truck, Cargo Van, or 12/15 Passenger Van.
- Hertz 1978737

Travel Authorization (TA)

If using Sunflower Travel or traveling out of state beyond 200 miles of the Kansas border an approved TA will need to be in TEM to rent a vehicle. Contact Travel Services Department or the department office admin. for processes on entering the TA.

FAQ's

Q – Do I need to accept CDW/LDW insurance for an economy vehicle at the rental agency counter?

A – If using a WSU BPC card or Sunflower Travel do not accept the insurance. If using personal funds do accept the insurance.

Q – Do I accept CDW/LDW insurance if I rent a full sized passenger van (12-15), pickup truck or cargo van through Enterprise or Hertz?

A – If renting under the State of Kansas Contract, the CDW/LDW insurance is included in the daily rate. If you do not rent under the State of Kansas Contract, you may need to purchase this insurance coverage separately. For additional clarification, contact the BPC Administrator.

Q – If I rent a full sized passenger van, pick truck or cargo van through a non-contracted vendor do I need to accept the CDW/LDW insurance?

A – Yes, do accept the insurance; it is not built into the daily rate.

Q – If I rent a vehicle internationally, do I accept the insurance?

A – Yes, accept all insurance when traveling internationally since they have different policies.

Q – Do I need to accept PAI/PEI insurance at the rental agency counter?

A – This is not a reimbursable expense based on State of Kansas policy; however, if the traveler chooses to purchase this expense they may do so.

Q – What if my departure time is before the rental agency opens?

A – Both rental agency's offer advance pickup with prior notification at no additional charge.

Q – If an accident occurs, what should I do?

A – Follow procedures outlined on the Accident Procedures document on travel website.

Q – Do we have a discount code for personal use?

A – Yes, the code for Enterprise is WSU5161 and Hertz is 65736.