Rental Vehicle

**Contracted Rental Companies**
Hertz and Enterprise are contracted with the State of Kansas. If these companies do not have a vehicle available, other rental agency may be used. Contact Purchasing Office to complete the process if a contracted vendor does not have a vehicle.

**Who can Rent 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. Enterprise has an age limit of 25, they charge an extra fee for drivers under this age.

**Payment Method**
- Sunflower Travel – charged directly to the fund/org listed on the approved Travel Authorization (TA) they charge and administrative booking fee of $10.00. Contact information 316-733-2753 or loleary@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)

**Discount Number**
- Hertz 1978737
- Enterprise KS9999

**Do I need a 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 passenger van, pick truck or cargo van through a non-contracted vendor?
A – 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 – If an accident occurs, what should I do?
A – Follow procedures outlined on the Accident Procedures document on travel website.