Additional Program Guidelines - Rental Vehicles

- Individual Accountholders are only allowed to pay for 1 vehicle rental, the one they are driving, and must be listed as the primary driver on the rental agreement. Additional drivers can be added at the counter at the time of the pick-up and they must be a current WSU employee. Paying for another WSU employee’s vehicle rental using an account assigned to an individual is not allowed.

- Departmental Accounts- (carded or cardless) are required to request a confidential billing account number from the contract vendor - Enterprise and an Applicant number from the contracted vendor- Hertz.

- The contract vendor(s) will then provide the agency with the vendor’s internal account number that is associated with the Departmental Account. The assigned confidential departmental billing account number that coincides with the prospective contracted rental vehicle vendor should be referenced by the Traveler and/or the Departmental Custodian when processing reservations for rental vehicles.

- When the Departmental Account is used to process vehicle rental reservations, the Traveler is only required to show a driver’s license at the time of pick-up.

- Departmental Account Custodian must then complete a “Customer Profile Sheet” and submit to Sunflower Travel in a secure environment for use when Agency Travel agent is processing travel arrangements for the Department.

- Travelers will be required to pay for all other travel expenses not processed on the Departmental card (tolls, gas etc.) with own funds and submit for reimbursement from the Department.

It is important to remember when the rental car companies are processing your pickup, they are adding an additional $250 for Enterprise and $200 for Hertz to the transaction as part of the “authorization” process. The “per transaction” limits and monthly credit limits need to be high enough to include this dollar amount in the authorization process or the transaction will decline. When the final amount is processed and billed the additional “authorized” amount will be removed and the price for just the rental will be processed on the payment source tied to the rental.

Rental Car Insurance Coverage

- VISA provides your agency protection from collision damage liability when renting specific cars, mini-vans and sport utility vehicles with either individual Procurement Accounts or Departmental Accounts. Employees should choose to decline the Loss Damage Responsibility Waiver (LDW) when renting these types of vehicles from the contracted vendor. (The Loss Damage Responsibility Waiver (LDW) is referred to elsewhere in the rental car industry as Collision Damage Waiver (CDW).)

- Please note that protection from collision damage liability is only provided by VISA 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 from collision damage liability.

- VISA does not provide protection from collision damage liability when agencies rent large size passenger vans, pickups, or cargo vans with any WSU issued P-Card account. However, Collision Damage Waiver (CDW) protection is included in the statewide contracted rates for those vehicles.

- Claims for damage (collision damage waiver protection) to rental vehicles (automobiles, mini-vans and sport utility vehicles) should be reported to VISA as soon as possible after an accident / damage occurs. Refer to ‘Rental Vehicle Accident Procedures’ link on the Travel Services Department web-page.

For more information on the Vehicle Rental Contract can be found on the WSU Purchasing or the State of Kansas Procurement and Contracts website.