

How Do I Buy...

Vehicle Rental

Buyer Contact Information:

[Kim Dulaney](#)

Current Contract Vendor(s):

[Enterprise Holdings, Inc \(Enterprise Rent-A-Car\)](#)

Description of Purchase Process:

Enterprise Rent-A-Car (EAN, Inc.) is the vendor of choice for vehicle rentals and is to be used only when Fleet Services cannot provide a vehicle for official university travel. The Enterprise contract is a VASCUPP contract that Virginia Tech accesses through University of Virginia. This contract allows Virginia Tech access to both Enterprise Rent-A-Car and National Car Rental.

When a vehicle is required for official university travel, departments should request a vehicle through Fleet Services' reservation system, Fleet Commander. If the desired vehicle is unavailable, you will receive by email an "unavailable notice" for the vehicle.

- **Blacksburg employees**, contact the Christiansburg Enterprise office at (540) 382-7970 to make your reservations. Enterprise will require a HokieMart purchase order number when the reservation is made. Payments can also be made with a personal/travel credit card.
 - Rental vehicles are to be picked up and returned to the Christiansburg office to avoid one-way or drop fees.
- **For remote campus sites**, reservations for vehicle pick-up at airports or travel outside of Virginia, employees should access the website and pay with a personal or travel card.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=VRGNATEC

Special Considerations regarding Vehicle Rentals

Billing can only be done when vehicles are rented out of the Christiansburg Enterprise office.

If you are calling a branch to make your reservation, be sure the reservation is tied to the Virginia Tech contract and our Customer ID number (XZ21031) is on the order. This will identify the

reservation as a Virginia Tech contract rental and will be covered under the appropriate insurance guidelines.

Employees do not have to use Fleet Services if it is more cost effective to use Enterprise or any other rental service. However, a cost comparison must be provided on the payment document submitted to the Controller's Office.

When a car is available from Fleet Services and an employee elects to use their own personal car or an Enterprise car as a matter of convenience or preference, reimbursement is made under the personal car reimbursement procedures found at the link [Procedure 20335d: Automobile Travel](#). The traveler will list "personal mileage" on their travel reimbursement voucher and will not attach the rental agreement and receipt. (The rental agreement is wholly between the individual and the rental company.)

National Car Rental can be used outside of Virginia or if an airport to airport one-way rental is needed.

Do not sign up for the extra insurance for vehicle rentals in the U.S., Canada or Puerto Rico. If you are renting a car for use outside of these areas, contact Risk Management. Contract pricing automatically includes damage waiver charges on all rentals originating in the United States (including Puerto Rico).

What Your Account Development Representative Can Do For You

- Billing and invoicing inquiries
- Implementation
- Changing drop locations
- Do Not Rent customers
- Emerald Club
- Method of payment changes
- Rate verification
- Receipt requests
- Long-term rentals
- Claims inquiries
- Rental extensions
- Vehicle availability
- Researching reservation and rental agreement numbers
- Apply Account Number to open or closed rentals
- Booking at Sold Out locations for Elite Executives

ADRs do not book reservations, but can assist with reservation for high-profile customers with special needs or requests.

ADRVirginia@ehi.com

Account Development Representative

918-401-6851 Office

918-992-3839 Fax

Tulsa, Oklahoma

Holly Crews
Holly.L.Crews@ehi.com

Business Rental Sales Executive

434-531-3223 Office

540-491-0979 Fax

Staunton, VA



 DRIVE ALLIANCESM PARTNERS

PROGRAM SUMMARY

VIRGINIA TECH

CONTRACT ID: XZ21031

➤ **DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA**

Class	Rate
Compact	\$34.50
Mid Size	\$35.50
Full Size 2 door	\$36.50
Full Size 4 door	\$37.50
Premium	\$53.50
Luxury	\$63.50
Minivan	\$63.50
Standard 4x4	\$63.50
Full Size 4x4	\$88.50
12 Passenger Van	\$97.00
15 Passenger Van	\$97.00

Class	Canada
Economy	C\$44.00
Compact	C\$46.00
Midsize	C\$48.00
Full Size 2 door	C\$51.00
Full Size 4 door	C\$51.00



➤ **TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

Weekly/Monthly Factors: The weekly rate is 5.5 times the daily rate; monthly rate is 22 times the daily rate.

One-Way Surcharges: Compact through Full Size Rental Rate will be \$62.00/day; Premium through 15 Passenger Van will be the Daily Rate plus \$.40/mile.

Young Renter: National will not assess an additional charge when Customer's renter is between the ages of twenty-one (21) and twenty-four (24), provided that the rate selected at the time of rental is a rate or discount specified in this Agreement, or is the rate selected as a result of a Best Rate search.

Mileage Charges: Compact through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 150 free miles per day, 1,050 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.25 per mile.

One-Day Surcharges: Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$2.00/day.

➤ **GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/†CANADA**

\$5	Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Minneapolis/St. Paul; New Orleans; Phoenix; Seattle; St. Louis; State of Illinois (unless otherwise indicated); State of New York (unless otherwise indicated)
\$10	Atlanta; Baltimore; Boston; Chicago; Commonwealth of Puerto Rico; Denver/Colorado Springs area; Detroit; Hartford; Los Angeles area (including LAX); Philadelphia; Pittsburgh; Providence; San Francisco area; State of Alaska; State of Texas; Washington DC
\$22	NY/NJ Metro area; Newark; JFK Airport, LGA Airport, Manhattan

For rentals commencing in Manhattan all day Friday through 12:59pm Sunday and for rentals commencing at JFK and LaGuardia Airports between the hours of 1:00pm Friday through 12:59pm Sunday, current published rates, less a discount will apply.

†Geographic Surcharges may apply at some Canadian locations.

➤ **DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

DW: Business rentals only-On all products and discounts the renter is not responsible for loss and/or damage to the rental vehicle.

Liability: Business rentals only-On all products and discounts primary liability limits shall be 100/300/50.

➤ **MISCELLANEOUS INFORMATION: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

Best Rate: The best rate is automatically extended to the customer with no loss of contract risk benefits. All Agreement terms and conditions will follow the best rate.

PROGRAM SUMMARY

VIRGINIA TECH

CONTRACT ID: XZ21031

➤ **DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA/COMMERCIAL TRUCK**

Class	Rate
Compact	\$34.50
Mid Size/Intermediate	\$35.50
Standard Size	\$36.50
Full Size	\$37.50
Premium	\$53.50
Luxury	\$63.50
Premium Luxury	\$63.50
Mini-Van	\$63.50
Mid Size SUV	\$63.50
Standard Size SUV	\$63.50
Full Size SUV	\$88.50
Standard Size Truck	\$52.50
Full Size Truck	\$52.50
Cargo Van	\$52.50
Standard size Hybrid	\$43.50
Full Size Hybrid	\$44.50
Small SUV Hybrid	\$69.50
12 Passenger Van	\$97.00
15 Passenger Van	\$97.00

SIPP	Class	Daily Rate	Weekly Rate	Monthly Rate	Mileage
DBox	16' Box	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
FBox	24' Box	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
GBox	26' Box	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
OPAR	3/4 ton P/up 2wd	\$60.00	\$300.00	\$1,300.00	\$0.14/mile
OQAR	3/4 ton P/up 4wd	\$65.00	\$325.00	\$1,408.00	\$0.14/mile
UPAR	1 ton P/Up 2wd	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
UQAR	1 ton P/Up 4wd	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
RKAR	Cargo Van	\$53.00	\$265.00	\$1,148.00	\$0.14/mile
UKAR	High-top Cargo	\$60.00	\$300.00	\$1,300.00	\$0.14/mile
BCUT	12' Cutaway	\$58.00	\$290.00	\$1,257.00	\$0.14/mile
DCUT	14-15' Cutaway	\$63.00	\$315.00	\$1,365.00	\$0.14/mile
BBox	12' Box	\$63.00	\$315.00	\$1,365.00	\$0.14/mile
ASTK	10' Stakebed	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
BSTK	12'-14' Stakebed	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
DSTK	15-16' Stakebed	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
FSTK	24' Stakebed	\$90.00	\$450.00	\$1,950.00	\$0.14/mile
GSTK	26' Stakebed	\$90.00	\$450.00	\$1,950.00	\$0.14/mile

†Commercial Truck-see agreement for details.

Class	Canada
Economy	C\$44.00
Compact	C\$46.00
Midsized	C\$48.00
Full Size 2 door	C\$51.00
Full Size 4 door	C\$51.00

➤ **TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

Weekly/Monthly Factors: The weekly rate is 5.5 times the daily rate; monthly rate is 22 times the daily rate.

Mileage Charges: Base Rental Rates for Compact through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 200 free miles per day, 1,100 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.20 per mile.

One-Day Surcharges: Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$2.00/day.

➤ **GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

Airport Locations:

\$5	Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Minneapolis/St. Paul; New Orleans; Phoenix; Seattle; St. Louis; State of California (excluding LAX and SFO); State of Illinois (unless otherwise indicated); State of New York (unless otherwise indicated)
\$10	Atlanta; Baltimore; Boston; Chicago; Denver/Colorado Springs; Detroit; Hartford; Los Angeles Airport (LAX); Philadelphia; Pittsburgh; Providence; San Francisco Airport (SFO); State of Texas; Washington DC
\$22	JFK and LaGuardia airports

All Locations:

\$10	State of Montana; State of Nebraska (excluding Omaha and Lincoln); State of North Dakota; State of South Dakota; State of West Virginia; State of Wyoming; Bemidji and Moorhead, MN; Commonwealth of Puerto Rico; State of Alaska
\$14	NY/NJ Metro; including Westchester, Islip, and Newark airports
\$18	New York City Boroughs

†Geographic Surcharges may apply at some Canadian locations.

➤ **DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

DW: Includes full DW (no deductible). **SLP:** Split Limits of 100/300/50.

PROGRAM SUMMARY

VIRGINIA TECH

CONTRACT ID: XZ21031

➤ **DAILY RATES: STATE OF VIRGINIA**

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Cargo Van	\$52.50
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15 Passenger Van	\$97.00

SIPP	Class	Daily Rate	Weekly Rate	Monthly Rate	Mileage
DBOX	16' Box	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
FBOX	24' Box	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
GBOX	26' Box	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
OPAR	3/4 ton P/up 2wd	\$60.00	\$300.00	\$1,300.00	\$0.14/mile
OQAR	3/4 ton P/up 4wd	\$65.00	\$325.00	\$1,408.00	\$0.14/mile
UPAR	1 ton P/Up 2wd	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
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†Commercial Truck-see agreement for details.

➤ **TERMS & CONDITIONS: STATE OF VIRGINIA (EXCLUDING TRUCK RENTALS)**

Weekly/Monthly Factors: The weekly rate is 5.5 times the daily rate; monthly rate is 22 times the daily rate.

Fuel: Vehicles will be provided a full tank of gas.

Cancellation Fees: Twelve Passenger Van rentals require 48 Hour notice of cancellation or a \$50 fee may be applied.

Additional Driver and Underage Drivers: National will not assess an additional charge when Customer's renter is between the ages of eighteen (18) and twenty-four (24), provided that the rate selected at the time of rental is a rate or discount specified in this Agreement, or is the rate selected as a result of a Best Rate search.

➤ **DRIVER PROTECTION PRODUCTS: STATE OF VIRGINIA (EXCLUDING TRUCK RENTALS)**

DW: Includes full DW (no deductible). **SLP:** Split Limits of 100/300/50.