

EFF 8/1/18: BUSINESS RENTAL CARS MUST BE BOOKED BY CTP 855-784-9282

Rental Car Decision Tree – order of preferred rental source

1. Contracted rental car agency
2. Non-contract rental car agency (if contracted agency is not available)*

*See additional requirements, below.

University travelers should incur the lowest reasonable rental car expenses that meet the business needs.

- **Contracted Rental Car Agency:** OSU negotiated discounted prices and required DW/CDW/LDW is automatically included in the price.
 - **Enterprise Rent-A-Car** and **National Car Rental** are the contracted agencies. OSU's customer code (**XZ38Y09**) and PIN (**OHI**) must be provided to receive discounted rates and included insurance coverage.
 - Toll Free Numbers for reservations:
 - Enterprise Rent-A-Car: 1-800-261-7331
 - National Car Rental: 1-877-222-9058
 - Web Reservation link: Click on Rental Car and Hotel Information
<https://busfin.osu.edu/buy-schedule-travel/travel/rental-car-discounts>
- **Non-Contracted Agency:** **Purchase of the DW/CDW/LDW and liability insurance is required as personal insurance coverage is not sufficient in providing the coverage listed above.**

Failure to purchase the required insurance coverage is a policy violation requiring college-level exception approval. If the exception is denied, the traveler may only receive partial or no reimbursement or be required to reimburse the cost to the University in the case where a procurement card was used as method of purchase.

Under no circumstances is PAI (Personal Accident Insurance) or RAP (Roadside Assistance Protection) ever reimbursable.

GPS payment /reimbursement is at the discretion of the department on UNIV funds, but unallowable on OSP grant funding.

For all rental car purchases you must provide the following items in order to be reimbursed:

- Original, itemized receipts. Must show the OSU contract was used and have a \$0 balance due.
- Non-contracted vendor: Fully executed rental agreement signed by traveler indicating DW/CDW/LDW and Liability insurance was purchased (must include the cost, dates and travel locations).
- When a rental car is used as the principal mode of transportation, airfare and travel comparison form is required to demonstrate that the automobile is more economical than any other type of transportation.

ALL VISITORS must be made aware of these guidelines and they MUST use the OSU contracts with Enterprise and National. If you are hosting a visitor, please be sure to advise them of these requirements.

The complete Travel Policy is available at: https://busfin.osu.edu/sites/default/files/211_travel.pdf