

# College of Health Sciences

## Enterprise Car Rental Request Form

Full Name of Driver as listed on the non-expired driver's license:

\_\_\_\_\_

Is the driver over 25 years of age? \_\_\_\_\_ Driver's Cell Phone \_\_\_\_\_

Based on availability of request, we may need to contact driver.

Car pick-up Date \_\_\_\_\_ Car pick-up Time \_\_\_\_\_

Requested location of car pickup (specific address) \_\_\_\_\_

\*\*\***location choice must be open to pick up vehicle**\*\*\* <https://www.enterprise.com/en/home.html>

Car drop off Date \_\_\_\_\_ Car drop off Time \_\_\_\_\_

Requested location of car drop off (specific address) \_\_\_\_\_

**Business Purpose of Trip** \_\_\_\_\_

\_\_\_\_\_

\*Unless it is requested as part of the Business Purpose Explanation, all rentals will be Economy class.

**If this is day travel, please fill out appropriate signatures below. (NO OVERNIGHT STAY).**

**If this is travel for multiple days, please fill out BOTH Enterprise Rental Car Request and Travel Authorization form.**

**Signature of Driver** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Account Number Covering the Expense** \_\_\_\_\_

**Signature of Account Approver** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signatures on this form confirm understanding of the UK Policy. See attached page 2 and 3.**

**Choose one of the following refueling options upon return:**

\_\_\_\_\_ Do you want to be reimbursed for gas? If requesting a **reimbursement for fuel**, please submit a **copy of this completed form** with a scan of the personal receipt within a week of travel so that we can match the trip with the request and process the reimbursement in a timely manner.

\_\_\_\_\_ If you allowed Enterprise to fill the gas tank, the charge should be added to the rental and no reimbursement is needed.

**Meals?** \_\_\_\_ Yes \_\_\_\_ No Local travel is defined as less than 50 miles one way from the employee's workstation or the traveler's residence, whichever is greater. Barring exceptional business reasons, local travel does not qualify for an overnight stay or payment of personal meals. Based on the IRS guidance, if a trip exceeds the local travel distance of 50 miles and the traveler is in travel status for more than 12 hours, but the traveler chooses not to stay overnight, personal meals will be eligible for reimbursement at 75% of the standard per diem rate for the locality visited during the day BPM E-5-1 **Please attach details if requesting meals.**

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## Travel by Personal Vehicle or Rental Car

August 2021

*Effective March 1, 2021, The University Motor Pool ceased to offer University vehicles for travel. Employees can choose to travel by personal vehicle or rental car.*

Per UK's Business Procedures Manual E-5-1 states, any employee driving for University business must have a Motor Vehicle Record (MVR) form on file. This form can be submitted to Autumn Dearing and she will coordinate submission to Risk Management.

Travelers using their personal vehicle should submit an absence request noting the dates they will be out of the office on University business. After the trip, travelers can work with their Department Administrative Assistant to request mileage reimbursement. This procedure has not changed. A mileage reimbursement request form and Google Maps must be submitted to the [CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu) email.

UK has rental car discounts with Enterprise Rent-A-Car, National Car Rental, Avis Rent a Car, Budget Car Rental and Hertz Car Rental. These can be paid for using personal funds or a UK procard in the traveler's name. (Reservations cannot be made in the traveler's name with a procard that is issued in another employee's name.)

As part of the University agreement with **Enterprise Rental Car**, the College of Health Sciences has established a **direct bill account**. This will allow travelers that do not have a UK procard the ability to reserve a rental car without having to use personal funds. Reservations can be made in the traveler's name using the direct bill process.

Travelers can work with their Department Administrative Assistant to submit an Enterprise Car Rental Request form thru the [CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu) email. The business office will make the direct bill reservation with Enterprise Rental Car.

### **Information needed to make a reservation for a direct bill rental includes:**

- Drivers full name and age
- Location for pick up and return
- Date and time for pick up and return
- Vehicle class will be economy, unless justified as part of the business purpose

### **Rental Car Insurance**

The University auto insurance on **domestic** rental vehicles is provided by the University's Actual Cash Value Comprehensive and Collision coverage plan as long as the car rental is for University Business.

Collision deductible waiver (CDW) or any other additional insurance is not a reimbursable domestic travel expense. The University auto insurance would apply using a Procard, personal credit card, or direct bill so long as the rental is for University business.

**NOTE:** *If you travel in your own car, your personal automobile insurance would be your coverage, including any deductibles on your policy.*

For **international** travel, vehicles rented outside the United States, comprehensive, collision, and liability insurance is a reimbursable expense.

#### **Fuel Policy at Non-Airport locations**

- Customers may refuel the vehicle to the same fuel level upon picking up the vehicle.
- If a customer chooses not to refuel the vehicle to the same fuel level, they will be charged the local Enterprise rate which is typically above the local pump price.
- A full tank of gas is not guaranteed.
- Some non-airport locations will offer a pre-pay option similar to airport rental locations.

#### **Fuel Policy at Airport Car Rental Locations**

- You may refuel the vehicle to the same fuel level you received when you picked up the vehicle, or
- You may opt to pre-pay for fuel  
***NOTE:** Prepaid fuel is only sold in full tanks at the discounted price per gallon and is not refundable. Local fuel rates will vary by the area you are renting a vehicle.*