

### Rental Car Decision Tree – order of preferred rental source

1. Transportation & Parking Motor Pool
2. Contracted rental car agency
3. 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.

- **T&P Motor Pool:** Required DW/CDW/LDW and liability coverage is included at no additional cost.
- **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.

o Toll Free Numbers for reservations:

- Enterprise Rent-A-Car: 1-800-261-7331
- National Car Rental: 1-877-222-9058

o Web Reservation

link: [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=OHIOSTUN](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=OHIOSTUN)

- **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.**

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

- o Original, itemized receipts
- o Fully executed rental agreement signed by traveler indicating DW/CDW/LDW and Liability insurance was purchased (must include the cost, dates and travel locations).
- o When a rental car is used as the principle mode of transportation, justification is required to demonstrate that the automobile is more economical than any other type of transportation.

Your departmental travel arranger should reinforce these guidelines to you as you plan your trip or if you are hosting a visitor. All visitors should be made aware of these guidelines and they should take advantage of the OSU contracts with Enterprise and National.

The complete Travel Policy is available at: [http://www.busfin.ohio-state.edu/FileStore/PDFs/211\\_Travel.pdf](http://www.busfin.ohio-state.edu/FileStore/PDFs/211_Travel.pdf)