

University employees are **required** to use one of the following contracts. Corporate discount codes are available upon request. Contact your Departmental Business Office.

*Enterprise/National – A link is available on the AP & Travel website and travelers should select their respective campus.

Company	HERTZ		ENTERPRISE			NATIONAL		
Website	www.hertz.com		www.enterprise.com			www.nationalcar.com		
Reservations Phone #	1-800-654-3131		1-800-736-8227			1-800-227-7368		
				Airport One-way			Airport One-way	
Vehicle Class	Daily	Weekly	Daily	Daily Rates	Weekly	Daily	Daily Rates	Weekly
Compact	31.00	155.00	33.00	83.00	165.00	33.00	83.00	165.00
Intermediate	33.00	165.00	34.75	83.00	173.75	34.75	83.00	173.75
Full Size	36.00	180.00	37.50	83.00	187.50	37.50	83.00	187.50
Premium	60.00	300.00	82.00	129.00	410.00	82.00	129.00	410.00
Small Pick-up	57.50	287.50	70.00	145.00	350.00	70.00	145.00	350.00
Large Pick-up	59.00	295.00	75.00	N/A	375.00	75.00	N/A	375.00
Mini Van	54.00	270.00	65.00	145.00	325.00	65.00	145.00	325.00
Jeep/Crossover	N/A	N/A	65.00	N/A	325.00	65.00	N/A	325.00
Small SUV	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Midsize SUV	54.75	273.75	62.00	145.00	310.00	62.00	145.00	310.00
Full Size SUV	84.50	422.50	86.00	165.00	430.00	86.00	165.00	430.00
Premium SUV	N/A	N/A	86.00	165.00	430.00	86.00	165.00	430.00
Compact Hybrid	N/A	N/A	49.00	129.00	245.00	49.00	129.00	245.00
Intermediate Hybrid	45.00	225.00	49.00	129.00	245.00	49.00	129.00	245.00
Full Size Hybrid	N/A	N/A	54.00	129.00	270.00	54.00	129.00	270.00
Electric Vehicle	85.00	425.00	N/A	N/A	N/A	N/A	N/A	N/A
Cargo Van	75.00	375.00	N/A	N/A	N/A	N/A	N/A	N/A
Van – 12 Passenger	95.00	475.00	122.00	N/A	610.00	122.00	N/A	610.00
Van – 15 Passenger	N/A	N/A	140.00	N/A	700.00	N/A	N/A	N/A

^{*}Contracts do not include international vehicle rentals.

General Notes on Vehicle Rentals:

- A valid driver's license and a major credit card (LaCarte card preferred) are required
- Allowance of 18 or older to drive rental vehicles, with valid driver's license. Renters must be 25 years or older to rent 12 & 15
 passenger vans.
- Surcharges may apply for certain cities and airports
- Rates include CDW/Damage Waiver Insurance along with 1M Liability Protection Coverage (domestic travel only)
- Unlimited mileage on all round-trip vehicle rentals for compact, economy, intermediate, standard, full size, small pickup truck, minivan, mid-size suv, compact hybrid, & intermediate hybrid (Enterprise/National).
- Free upgrade if allowed/needed size vehicle is unavailable
- Free shuttle service
- No charges for additional drivers
- No blackout dates
- Home City locations have an additional \$125.00 drop off fee for One-way Enterprise/National rentals: Long Island Metro;
 Westchester, CT Metro; Burlington Metro, VT; Puerto Rico; Boston, MA; Bemidji & Moorhead, MN; Nebraska excluding Omaha; WY excluding Cheyenne, Laramie & Jackson; San Francisco, CA Downtown; AK; Washington, DC Area; Chicago, IL; Hawaii; NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens & Stanton Island)
- No drop off charges for Hertz one-way rentals of 500 miles or less
- A "One Way Differential Fee" will apply to Hertz one-way rentals over 500 miles \$125/rental
- Smoking Damage Fee Enterprise/National Actual Cost Not reimbursable. Hertz \$150.00 Not Reimbursable.
- 24/7 Roadside Services. For Enterprise/National Lockout/Fuel Assistance \$61 maximum cap charge Not reimbursable.
- Non-employee students, University guests, and contractors are encouraged to utilize the out-of-state contracts which includes CDW
 (Collision Damage Waiver) insurance and one million dollar (1 million) liability insurance. However, if the contracts are not used non-employee students, University guests, and contractors are encouraged to purchase insurance when renting a vehicle. Please refer to PM-13, Section V, subsection C.3.n. for a list of the reimbursable insurances.
- Unauthorized individuals should not be transported in University-owned or rental vehicles. Refer to PM-13 for exceptions to this policy.
- Itemized receipts are required.