

University employees are **required** to use one of the following contracts.

| CAMPUS | RENTAL COMPANY CORP. DISCOUNT NUMBERS |
|---------------------------------------|---|
| LSU - Health Care Science Center - NO | Please call the Travel office to obtain discount numbers-504-568-4554 |

* Enterprise/National - A link is available on the AP & Travel Website and travelers should select their respective Campus.

| Website | www.hertz.com | www.enterprise.com | www.nationalcar.com | | | |
|----------------------|--|--|--|-----------------------------|--------|-----------------------------|
| Reservations Phone # | 1-800-654-3131 | 1-800-736-8227 | 1-800-227-7368 | | | |
| Vehicle Class | Daily | Weekly | Daily | Airport One-way Daily Rates | Daily | Airport One-way Daily Rates |
| Compact | 33.00 | 165.00 | 36.38 | 87.15 | 36.38 | 87.15 |
| Intermediate | 34.75 | 173.75 | 38.30 | 87.15 | 38.30 | 87.15 |
| Full Size | 37.50 | 187.50 | 41.34 | 87.15 | 41.34 | 87.15 |
| Small Pick-up | 60.00 | 300.00 | 77.18 | 152.25 | 77.18 | 152.25 |
| Large Pick-up | 63.00 | 315.00 | 82.69 | N/A | 82.69 | N/A |
| Mini Van | 57.00 | 285.00 | 71.66 | 152.00 | 71.66 | 152.00 |
| Small SUV | N/A | N/A | N/A | N/A | N/A | N/A |
| Midsize SUV | 57.75 | 288.75 | 68.36 | 152.25 | 68.36 | 152.25 |
| Full Size SUV | 87.50 | 437.50 | 94.82 | 173.25 | 94.82 | 173.25 |
| Compact Hybrid | N/A | N/A | 54.02 | 135.45 | 54.02 | 135.45 |
| Intermediate Hybrid | 47.00 | 235.00 | 54.02 | 135.45 | 54.02 | 135.45 |
| Van - 12 Passenger | 97.00 | 485.00 | 134.51 | N/A | 134.51 | N/A |
| Van - 15 Passenger | N/A | N/A | 154.35 | N/A | 154.35 | 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
- Free upgrade if allowed/needed size vehicle is unavailable
- Free shuttle service
- No charges for additional drivers
- No black out 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; Bostib, MA; Bemidji & Morrhead, MN; Nebraska excluding Omaha; WY excluding Cheyenne, Laramie & Jackson; San Francisco, CA Downtown; AK; Washington, DC Area; Chicago, IL; Hawaii; NYC Buroughs (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 reimburseable.
- 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