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.

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Company</th>
<th><strong>Compact</strong></th>
<th><strong>Intermediate</strong></th>
<th><strong>Full Size</strong></th>
<th><strong>Premium</strong></th>
<th><strong>Small Pick-up</strong></th>
<th><strong>Large Pick-up</strong></th>
<th><strong>Mini Van</strong></th>
<th><strong>Jeep/Crossover</strong></th>
<th><strong>Small SUV</strong></th>
<th><strong>Midsize SUV</strong></th>
<th><strong>Full Size SUV</strong></th>
<th><strong>Premium SUV</strong></th>
<th><strong>Compact Hybrid</strong></th>
<th><strong>Intermediate Hybrid</strong></th>
<th><strong>Full Size Hybrid</strong></th>
<th><strong>Electric Vehicle</strong></th>
<th><strong>Cargo Van</strong></th>
<th><strong>Van – 12 Passenger</strong></th>
<th><strong>Van – 15 Passenger</strong></th>
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<tr>
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<td>Hertz</td>
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<td>310.00</td>
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</tbody>
</table>

*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
- 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.