

Passenger Rental Fleet vs. Enterprise Rent-A-Car vs. Personal Vehicle Usage

Vehicle Details	Vehicle Usage		
	MSU Rental	Enterprise Rent-A-Car	Personal
Driver	Authorized drivers are: 1) state employees, 2) contract employees, if authorization to drive a state vehicle is specifically mentioned in their contract with the university, 3) students who have received permission by college or university administration, and 4) an individual assisting an employee or student with a disability (for an employee: approval must be by the employee's supervisor; if a student: approval from the college or university administration. Driver must be 18 and have a valid United States or Canada driver's license and have completed the Vehicle Consent Form at <a href="http://www.mnsu.edu/vehicles">www.mnsu.edu/vehicles</a> .	Must be an employee of a state agency MnSCU or member of the State's Cooperative Purchasing (CPV) program, have a valid driver's license issued by the state that the person resides. Minimum age of 18 for the Contract V-33(5) Six State vehicle rental or minimum age of 21 years if age using Contract V38(5) Short Term/National Coverage-North America only. This contract cannot be used for personal use.	Discretion of Vehicle Owner
Passenger	Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include Minnesota State University, Mankato employees and students, or an individual assisting an employee or student with a disability, if approved by the employee's supervisor.	Must be affiliated with Minnesota State University, Mankato and on official MSU business.	Discretion of Vehicle Owner
Fuel	MSU Pays - Fuel cards are stored in state vehicle key packs. The driver shall fuel the vehicle prior to returning to the state lot.	Driver Pays - The renter will provide fuel for the term of the rental and return the vehicle with an amount equal to that when it was picked up (full tank). If the renter fails to return the vehicle with a full tank of fuel, the Contract Vendor may charge for the fuel at the rate of 33% above the weekly gasoline price for the Midwest as posted in the Department of Energy Fuel Index at <a href="http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp">http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp</a>	Driver Pays
Insurance	MSU covers	Included in Rate*	Driver's personal insurance covers
Tax & Fees	MSU Pays	Driver Pays 16.2% fees (Includes 7% State Sales Tax, 6.2% MN Rental Tax for rental vehicles - vehicles are not exempt from this tax and a 3% Fee)	Driver Pays

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Accident	MSU Pays Driver may be personally liable for loss or damage of vehicle while performing non-state related activities or inappropriate	Enterprise covers Driver may be personally liable for loss or damage of vehicle while performing non-state related activities or inappropriate behavior.	Driver Pays
Late Return Fee	Up to \$25	Late Return Charge - \$15 per hour up to the cost of one rental day	N/A
Delivery Costs	N/A	\$60 charge for rental of vehicle that is more than 25 miles from nearest Enterprise Office	N/A

\*All rates include Collision Damage Waiver. This waives the renter of responsibility for physical damage to the rental vehicle, up to its entire value no deductible. Rates also include Supplemental Liability Protection \$2 Million, combined single limits. Restrictions of coverage apply as defined in the Master Rental Agreement. **If the Enterprise Rent-A-Car establishment cannot be used, Risk Management requires purchase of both auto liability and auto physical damage coverage from other vehicle rental businesses.** Individuals purchasing this insurance may be reimbursed for their expenses through their department.

Daily Charges	Vehicle Usage		
	MSU Rental Full Day and/or Half Day Rate (Includes Fuel Costs) Out of State trips require a \$100 surcharge per trip per vehicle	Enterprise Rent-A-Car (Fuel Costs must be paid by Driver and reimbursed through Employee Expense Report)	Personal Vehicle Usage
Sedans	\$42 Full Day \$26 Half Day (Usage prior to 1:30PM)	\$39.50	State Owned Vehicle Not Available: 50 cents per mile State Owned Vehicle Available: 43 cents per mile
Minivans	\$68 Full Day \$41 Half Day (Usage prior to 1:30 PM)	\$60.50	
12 Passenger Large Vans	\$90 Full Day \$54 Half Day Rate (4 hours or less is considered to be a half day rate)	\$137.00 15 passenger vans may not be rented against the State Rental Contract Release V-33(5)Short Term/Long Term/Six State Area or V-38(5) Vehicle Rental/Short Term/National Coverage  For a van with a seating capacity of 10 or more rented pursuant of this Contract, the State agrees to abide by the following restrictions: <i>The van will not be operated or used in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, Rhode Island or outside of the United States. The van does not meet Federal Bus Safety Standards and they will not transport children in the twelfth (12th) grade or younger.</i>	

If a Enterprise Rent-A-Car vehicle is needed the University Department requesting a vehicle will call and complete the reservation.

At the time of reservation please specify our University, Driver's Name, Department and the Contract #440294.

111 Star Street, Mankato Mn 56001, Phone Number 388-8865.

Enterprise submits a monthly billing to Facilities Services, WC358. The payment will be processed to Enterprise and a CAO-37 Request for Interdepartmental Purchase Form will be submitted to Business Services to charge the appropriate department for the rental cost.