

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

Vehicle Details	Vehicle Usage		
	Minnesota State Mankato Rental	Enterprise Rent-A-Car Rental	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 (Employee: approval must be by the employee's supervisor; Student: approval from the college or university administration. Driver for state vehicles must be 18 and have a valid United States or Canada driver's license and have completed and received an "Approved Rating" by submitting the Vehicle Consent Form at www.mnsu.edu/vehicles).	State of Minnesota Contract Release: V-52(5) 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. Any authorized Renter / Driver that may operate the rental vehicles outside the State of Minnesota must be 18 years of age or older unless an exception is granted by the AMS (State of Minnesota, Department of Administration, Materials Management Division authorized representative). Any authorized Renter / Driver must be 21 years of age if renting and operating 10 to 12 passenger vehicles. 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, on official MSU business with university approval for travel.	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 - <i>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 percentage rate offered above the weekly gasoline price for the Midwest as posted in the Department of Energy Fuel Index at http://www.eia.gov/petroleum/gasdiesel</i>	Driver Pays
Insurance	MSU covers	Personal Injury Protection (PIP) insurance is not included in this coverage. The following coverage is offered: Supplemental Liability Protection (SLP) and full comprehensive and collision coverage. Full Contract Prices also include a Roadside Assistance Program (RAP) and renters are instructed to decline any RAP programs that may be offered at the Contract Vendor's counter.	Driver's personal insurance covers
Tax & Fees	MSU Pays	Driver Pays 20.075% fees (Includes: 3% Fee; 6.875% State of MN Sales Tax plus 1% City of Mankato tax; 9.2% MN Rental Tax)	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 behavior.	Enterprise covers (SIP) not PIP Driver may be personally liable for loss or damage of vehicle if performing non-state related activity 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	0-10 miles - No Charge; 11-35 miles - \$25; 36-60 miles - \$50; 60 miles or more - \$75 (subject to availability). Vehicles must be returned to the renting branch.	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 of \$2 million from other vehicle rental businesses. Individuals purchasing this insurance may be reimbursed for their expenses through their department.

Daily Charges	Vehicle Usage		
	Minnesota State Mankato Rental Full Day and/or Half Day Rate (Rates Includes Fuel Costs) Out of State trips require a \$100 surcharge per trip/per vehicle	Enterprise Rent-A-Car Rental (Fuel Costs must be paid by Department Purchasing Card if rental charge was submitted onto Pcard or Driver personally pays then is reimbursed through Employee Expense Report)	Personal Vehicle Usage
Sedans	\$55 Full Day \$33 Half Day (Usage prior to 1:30PM)	\$39.00 plus 20.075% (tax & fees) and fuel	State Owned Vehicle Not Available: 58 cents per mile reimbursement State Owned Vehicle Available: 51 cents per mile reimbursement. (These rates are effective January 1, 2019 through December 31, 2019, per IRS).
Minivans	\$88 Full Day \$53 Half Day (Usage prior to 1:30 PM)	\$57.00 plus 20.075% (tax & fees) and fuel	
12 Passenger Large Vans	MSU no longer has 12 passenger vans available for rent.	\$102.00 plus 20.075% (tax & fees) and fuel 15 passenger vans are <u>not</u> 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. Renter / Driver must be 21 years of age for renting and / or driving a van with a seating capacity of 10 or more rented pursuant of this Contract, the State agrees to abide by these restrictions.	

If Enterprise Rent-A-Car is needed, the University Department requesting a vehicle will call Enterprise for a reservation. At the time of reservation, please specify: name of our University; Driver's Name; Department and the Contract #440294. Enterprise Rent-A-Car, 111 Star Street, Mankato Mn 56001, Phone Number 388-8865.
University Department Purchasing card may be used for payment and fuel for Enterprise vehicle during travel.