

## Step 1: Vehicle Safety Policy and Driver Authorization

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Driver needs to read the Vehicle Safety Policy and follow the steps provided to become an Authorized Driver.

<https://www.usi.edu/riskmanagement/driving-for-usi/how-to-become-an-authorized-driver-for-usi/>

## Step 2: Complete a Pre-Approval

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Complete a Pre-Approval in Chrome River that includes the costs for a rental vehicle and fuel.

- In order to be covered by USI's insurance for a vehicle paid by USI, a fully processed Pre-Approval needs to be submitted in [Chrome River](#).

## Step 3: After a Pre-Approval is Fully Processed

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An email notification will be sent from Travel USI to the traveler to let him/her know that the Travel Card has been opened for travel purchases.

## Step 4: Booking a Rental Vehicle

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Enterprise Rent-A-Car is a University preferred vendor

Go to Travel Procurement's [Vehicle Rental](#) webpage and reference the **Vehicle Rental Guides** section for the following guides:

- *Making Enterprise Rental Vehicle Reservations*
  - Use this guide for trips that require rental vehicles for:
    - Employees only (local and non-local)
    - Employees with Students: single vehicle (non-local); multiple vehicles (local)
- *Making Enterprise Rental Vehicle Reservations Using an Enterprise Billing Account*
  - Use this guide for trips that require rental vehicles for:
    - Students only (local and non-local)
    - Employees with Students: multiple vehicles (non-local)

## Step 5: Pick Up / Delivery of the Rental

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### a. Only Applies to Rental Vehicles Reserved at a Local Enterprise Office

There are three options for picking up your Enterprise rental vehicle from a local Enterprise office:

1. Go to the local Enterprise office where you have a confirmed reservation, provide your Travel Card, sign the contract, and pick up the vehicle.
2. Call the Enterprise office where you have a confirmed reservation and arrange a time for an Enterprise member to pick you up (at home or office). The Enterprise member will drive you to the rental office where you will provide your Travel Card, sign the contract, and pick up the vehicle.
3. Only for confirmed reservations made with the Enterprise office on Fulton Avenue: Call the Enterprise office on Fulton Avenue and request Enterprise deliver the vehicle to Campus (Parking Lot K). An Enterprise member will meet you at Parking Lot K at the specified time so that you may provide your Travel Card, sign the contract, and pick up the vehicle. The Enterprise member will wait up to 15mins past the specified time. The charge for this service is \$50.

**IMPORTANT:** The Enterprise member will wait up to 15mins past the specified time. If the driver does not show, then the Enterprise member will leave and the \$50 will be charged.

The University Travel Card has USI's tax exemption number embossed beneath the cardholder's name. Verify with the Enterprise agent that your business rental will be tax exempt because you are paying with a University Travel Card.

*Tax exemption only applies to rental reservations within the state of Indiana*

If an Enterprise Billing Account is used, then a credit card is not presented at time of vehicle pick up.

### b. Applies to All Vehicle Rentals, Including Ones Picked Up at a Local Enterprise Office

- **Decline all insurance** offered by the rental car company because you are covered by USI's insurance policy. As a result, you will not be reimbursed for the cost of any insurance coverage that you may choose to accept.
- After signing the rental agreement, write "University of Southern Indiana" below your signature.
- Look over the rental vehicle and notify the car rental company of all damages (scratches, stains, markings,) **before** you leave the car lot.

## Step 6: On the Road

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Print and take with you the following documents found at Risk Management's website:

<https://www.usi.edu/riskmanagement/driving-for-usi/automobile-liability-insurance-coverage-during-approved-travel/>

- USI's Auto Insurance Certificate – THIS IS YOUR PROOF OF UNIVERSITY INSURANCE COVERAGE
- Auto Accident Report Form

### Step 7: Returning Rental

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Return all vehicles with the same amount of fuel indicated on the rental agreement. A fuel charge will be applied if the vehicles are not returned with the same amount of fuel indicated.

When returning the vehicle to the rental company, look over it again and note any new damage (scratches, stains, markings, etc.) **before** you provide payment. If feasible, then review the vehicle with a representative from the rental car company.

Verify Indiana sales tax is not charged for rentals picked up within Indiana. This does not apply to rental agencies you may rent from in other states.

### Vehicle Rental Facts

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Click [here](#) for other important vehicle rental items to consider.