

Murray State University Rental Car Program



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Renting a vehicle

- MSU transportation will no longer have rental vehicles
- MSU will be using Enterprise effective July 1, 2018



Paying for Rental Vehicles

- When traveling for MSU business, rental charges must be on an MSU Pcard – The Pcard should be in the users name – you will not be able to use a card in someone else’s name
- Departments may set up a Direct Billing account with Enterprise as needed
- Direct Billing accounts must be tied to a Pcard, departments may request a card in the departments name, but one person will still be required to sign for and be responsible for that card



What do I need when renting?

- MSU's Enterprise account number: XZ58383
- PCard number (don't enter this online, needed at the Enterprise location)

OR

- Billing account number obtained from your department – Enterprise will not be able to look up this number for you.



Restrictions

- Restrictions on vehicle size and available options are in place with Enterprise.
- Users who want additional options or upgrades will need to pay for those charges personally



If booked under MSU's account number, your Enterprise Rental Includes:

- **Insurance**
 - Do not take the extra insurance
- **24 hour Roadside Assistance**
 - Information will be in the vehicle
- **Return Fuel**
 - Drivers will need to top off the vehicle to the level at time of pick up before turning it back in

Purchasing fuel while traveling:

- Use Pcard (in the drivers name)

OR

- Use departmental PCard

OR

- Use a PCard for fuel only
 - Departments may request one or more fuel cards for departmental use.

Pcards cannot be used to put fuel in a personal vehicle.

Emergency exception to above methods of payment:

- Use personal funds(monitored and repeat offenders will be encouraged to get a Purchasing Card)
 - To receive reimbursement for fuel purchases for a rental vehicle, a fuel receipt and a rental vehicle receipt must be attached to the travel voucher.



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Reimbursable distance in personal vehicle

- If your trip is 250 miles or less, you may use a personal vehicle and mileage will be reimbursed at the state rate.
- If you are traveling more than 250 miles, you should use a rental vehicle
 - If you travel over 250 miles in your personal vehicle, the reimbursed rate will be up to .25 ¢ per mile for the entire trip– NO EXCEPTIONS



Student Groups needing to rent a vehicle will need to use a personal credit card. They can use MSU's account number to get the discount. MSU is not paying the cost of the rental.



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Thank you for attending!

Questions?

Purchasing Card questions - call Accounting 809-4126

Enterprise contract questions - call Procurement 809-2703



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