

## **Car Rentals Local and International**

### **Car Rentals - General**

- Anyone using a car on official University business must be a qualified driver under Purdue's vehicle use policy: [www.purdue.edu/business/risk\\_mgmt/Vehicle\\_Use\\_Info/index.html](http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info/index.html).
- If you are renting a car for Purdue business, whenever possible, we encourage the use of National or Enterprise Car Rental. Both companies have agreements with the Big Ten that include comprehensive, liability, and property damage insurance coverage in the rental rate. Unique contract ID numbers for both companies can be found on the Purdue Travel Department website and must be used when reserving your vehicle.

### **Car Rentals - International**

- If you are renting a car for Purdue business internationally, you should secure full physical damage and liability insurance coverage from the car rental agency. For international travel, this is a reimbursable travel expense.
- If you are renting a car for Purdue business in the US and are taking that vehicle into Canada, please be aware that Canada has strict insurance requirement laws. Prior to travel you must:
  - Contact the Risk Management Department (Lois High 765-494-7695 or by email at [lehigh@purdue.edu](mailto:lehigh@purdue.edu)) and request a Canada rental ID card evidencing auto liability insurance coverage. You will need to send her a copy of your approved Concur Trip Request.

### **Car Rentals - U. S.**

- If you are renting from an agency other than National or Enterprise, you should decline all insurance coverage offered by the rental agency as these risks are covered by Purdue and the extra cost for this coverage is not a reimbursable travel expense for domestic travel.
- Before leaving the car rental agency please make sure you inspect the vehicle with the agent present and have them write on your contract any and all existing damage on the vehicle. This includes door dings, minor scratches, blemishes, and windshield chips. If you do not note them you or Purdue may be held responsible for them when the vehicle is turned in.
- If more than one Purdue employee will be operating the vehicle, all operators must be listed on the rental contract. The rental agency's liability applies only to listed drivers.