

ENTERPRISE RENTAL CAR PROCEDURES UPDATED 08/11/14

Call Physical Plant x8427 or x8329 to determine if a pool (state owned) vehicle (2014 Dodge Caravan (silver) or 2011 Chevrolet HHR) or the DCC owned 2012 Dodge Caravan (white), is available for your trip. If so, reserve the vehicle and note on your travel estimate form that a state vehicle is available.

If a pool vehicle or the white Caravan is **not** available, go to the following website:

<http://www.dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>

Note the directions provided before clicking on "Trip Calculator.xls". Complete the information on that form. If the calculator shows that it is less expensive to drive your personal car than to use an Enterprise rental car, click on Print Form, and submit that sheet with your travel estimate to document that you are entitled to the \$.56 mileage reimbursement rate. These steps must be documented to receive the higher mileage rate; if not properly documented you will be reimbursed at the rate of \$.246 per mile.

If the calculator shows that it is more cost effective to use Enterprise, click on Go to Enterprise, select the account set up for Danville Community College and reserve your car, or if you prefer you can call the Danville office to make your arrangements. The telephone number is 791-2000. Be sure to tell the agent who is helping you that you want to reserve a car under the state contract for rental cars. **The account number you should give the agent is CV27901.** For those of you who may be reserving a car from the Martinsville (phone 276-638-1121) or the South Boston (phone 434-575-0600) office, you can go the Enterprise website and input your zip code to make your reservation, or call them if you prefer to handle it by phone.

You **should** request one of the following types of cars – Economy, Compact, Intermediate/Standard or Full Size. If you request a larger vehicle, you must pay the difference to Enterprise when you return the car. If a mini-van is required, the rate is \$66.45 per day. You will need to clear mini-van rental with Carol Thomas or Lisa Knight. **Do not accept any of the insurance coverage.**

At this point print a set of the trip documents (it takes a moment for this to load) that you must have with you each time you travel using a rental car:

<http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=5a0e508WVvw%3d&tabid=170>

The rental car contract is for travel in Virginia; however, Enterprise is willing to work with us for travel in parts of surrounding states. In that case, please call your local Enterprise office to make your arrangements and tell them that you will be traveling out of state. Travel out of state using a rental car should be analyzed carefully because the contract does not cover out-of-state travel and we may not receive a reduced, contract rate. You must document that the rate you will be charged by Enterprise plus the anticipated gasoline purchases total less than the anticipated mileage reimbursement. The best way to do this is to use the "Trip Calculator". Call Carol if you have questions regarding using a rental car for out of state travel.

The contract prices are set up based on a 24 hour rental term, from the time of pick-up to the time of return of vehicle to Enterprise. Please consider the time that your trip will encompass. In some cases what you consider would be a one day trip is actually a 2 day trip in "rental car days". For example if you pick up the car at 8:00 a.m. on Monday, return to Danville at 9:00 p.m. Monday and do not return it until 11 a.m. Tuesday, that could be a two day rental charge. On the trip calculator you need to note this is a 2 day trip to ensure correct calculation. If you have questions about this, please call the Business Office prior to finalizing your plans.

The rental cars are treated the same as state owned pool vehicles as far as insurance coverage is concerned. Only the state employee is covered by insurance in an Enterprise rental car. Family members should not travel in Enterprise vehicles.

We have generic Mansfield (Voyager) cards that must be used to refuel the Enterprise rental cars. The cards are in the Business Office safe to be checked out by the traveler and returned after the trip, with receipts for gas purchased for the rental car. **Be sure to fill car prior to return to Enterprise.**

Remember, if a vehicle from Physical Plant is available or a rental car from Enterprise is available at a better rate than your anticipated mileage reimbursement, and you choose to drive your own car, you will be reimbursed at the lower (currently \$.246) rate. Documentation is the key in order to request and be reimbursed the higher (currently \$.56) rate.

If you have questions regarding the Enterprise rental car contract, call Carol at x 8493 or send an email to cthomas@dcc.vcc.edu.