DATE: June 14, 2011

TO: University Employees & Student Travelers

FROM: Tim Norton, Director

RE: SCSU Motor Pool and Enterprise Rentals

This memo is written to inform the SCSU campus that as of July 1, 2011, SCSU has contracted with Enterprise Rent-A-Car for the rental of vehicles for state travel and the procedures that need to be followed. SCSU will continue to provide 12-passenger van fleet services on a limited basis. All information regarding rentals and the state contracts are on our website at http://www.stcloudstate.edu/facilities/motorpool.asp.

Enterprise Location: 3630 W. Division Street
St. Cloud, MN 56301

Hours: Monday-Friday 7:30 a.m. to 6:00 p.m.
Saturday 9:00 a.m. to Noon

Telephone: (320) 240-9000

Email: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STCLOUDU

You must call or email Enterprise to schedule your rental. You do not need a separate purchase order. All rentals are billed to one SCSU account. You must have your SCSU six-digit cost center number available at time of rental to be included on the rental agreement. The Facilities Management staff will use this cost center number to charge the rental to your account.

Each authorized driver must present their driver’s license at the time of rental. Only SCSU employees or SCSU student employees can be authorized drivers. No one other than SCSU employees and SCSU students may ride in an Enterprise vehicle with the authorized driver(s). The Enterprise contract for rentals within the six state areas of MN, SD, ND, IA, WI, and IL requires drivers to be at least 18 years of age. The contract for rentals driving outside of the six state areas requires drivers to be at least 21 years of age.

If you need to have a vehicle available prior to 7:30 a.m., you may pick up the vehicle after 4:00 p.m. on the day prior to your departure for a small additional fee. Your rental time then commences as of 7:30 a.m. the next day. If you need a vehicle early on a Monday morning or late on a Sunday, you will have to pay a relatively small weekend rental fee to pick up the vehicle on Friday. You MUST tell the Enterprise personnel that you are picking the vehicle up for an early departure so that you are not charged for a full day. If you pick the vehicle up prior to 4:00 p.m. you will be charged for an extra day. If Enterprise asks you to pick up the vehicle prior to 4:00 pm you will then not be charged for an extra day.
You must add 18.75% sales tax to amount shown on the fee schedule listed on the website. We are not exempt from paying these taxes. Rentals can be based on limited or unlimited mileage so you should review your travel needs to make the most economical decision. Please make certain you tell Enterprise which rental option you desire at the time of rental. Remember your rental time is for a 24 hour time period from when you pick up the vehicle (or 7:30 a.m. based on early pickup). So, be mindful of the time you return your vehicle so that you do not incur unnecessary extra hour or day charges.

Please be aware of the size of your rental car in relation to its price. A mid-size or full-size car should be sufficient for most needs. If you have a number of employees or students traveling together a mini-van is less expensive than an SUV. If upgrades are offered, be aware that the upgrade is likely to cost you more.

Insurance is included in the state contract rental rates. Employees should not purchase additional optional insurance offered through Enterprise.

You are responsible for paying the gas for rental vehicles. Be sure the vehicle has a full tank when you pick it up. If it does not, immediately notify Enterprise and have it documented in writing. The vehicle must be returned with a full tank or you will be charged through Enterprise to fill the tank. You must keep your gas receipts to be turned in with your employee expense form for reimbursement.

When returning your rental vehicle after Enterprise office hours, put the vehicle keys in the key drop box near the Enterprise office. If your keys are not deposited in the drop box, there is the possibility of an extra day rental charge. Also, be aware that there are only certain designated spaces for parking Enterprise vehicles as well as your vehicle. If you are uncertain of where to park, ask Enterprise employees to explain the parking regulations. SCSU will offer a pick up and drop off site for Enterprise vehicles on the north end of C-Lot on the SCSU campus, this area will be marked with Enterprise sign standards.

Please ask questions whenever you are unsure of pricing or procedures. It is better to be informed prior to rental than after the invoice is received. We will post any changes to the contracts on the Facilities Management website when they occur and will notify the campus of changes through the daily email notices.

All employees are responsible for compliance with MnSCU travel policy and procedures, the employee’s respective bargaining agreement or compensation plan, state laws, federal laws, and IRS guidelines and for accurately completing all required forms for reimbursement of authorized business travel expenses. The employee’s supervisor is responsible for reviewing and approving all travel requests and expenses.

Thank you.