

The University of Scranton
Travel Policy
Vehicle Rental Rates

The Purchasing Department has negotiated automobile rental rates with local car rental agencies. Rental of vehicles under this agreement for University-related business will actually cost less than using a private automobile for daily trips of 200 miles or more or for overnight trips where the anticipated mileage is over 150 miles per day.

Notice:

15 passenger vans may not be leased or rented for any University of Scranton activities. For safety reasons, the University's insurance carrier prohibits the renting or leasing of these vehicles. The National Highway Traffic Safety Administration (NHTSA) found that the risk of a rollover increases three times when 15 passenger vans are fully loaded. Their center of gravity shifts to the rear and upward, increasing the likelihood of rollover; particularly during a panic maneuver. When a 15 passenger van is overloaded, the chance of rollover in a crash rises to 70%. Improper loading of cargo can also exacerbate instability.

These corporate rates are not limited to University business only. You may take advantage of these on personal trips or vacations.

The following conditions apply to the following three (3) approved car rental agencies:

Enterprise Rent-A-Car

Northern Car & Truck Rental

Avis Rent-A-Car

These conditions are for University business only, these conditions are not to be used for personal trips.

- a. Taxes: The University is tax exempt; however, the University employee arranging rental must insure that sales tax is not charged.
- b. Insurance: The University's insurance covers rental vehicles. Employees are instructed to decline insurance offered by the rental agency. When signing the rental agreement, employees MUST include the University of Scranton on the agreement.
- c. Vehicle Pick Up and Delivery. Arrangements will be made directly with the rental agency.

- d. Driver Restrictions: Drivers must be University employees at least 21 years of age and have a valid driver's license. University students that are authorized to rent vehicles in the name of the University will carry an authorization card (which can be obtained from Mary Wagner, Treasurer's Office, x7413) in addition to their student identification card.
- e. Payment: Northern Car & Truck Rental, Avis Rent-A-Car, and Enterprise Rent-a-Car accept The University of Scranton's credit cards.

1. Enterprise Rent-A-Car

Customer #G80616

1231 Wyoming Ave.

Scranton PA 18509

Phone: 570-348-2040

<https://elink.enterprise.com/en/23/07/university-of-scranton.html>

University of Scranton's Customer Number: **G80616**

PIN number: **UNI**

For Business Trips, Enterprise will bring vehicles to the parking pavilion and park the vehicle in the visitor spaces next to our office. The operator will leave an envelope with the keys and the inspection sheet with the dispatcher. The name of the University official using the vehicle will be on the front of the envelope. The University official will pick up the envelope from the dispatcher. The University official will return the vehicle to the visitor parking spaces and drop the key and inspection sheet with the dispatcher. . You will be responsible for calling Enterprise to pick up the vehicle.

Business Rentals originating in Northeast and Central Pennsylvania, The University of Scranton is exempt from the following surcharges: drop off, delivery, pickup. Drop off, delivery, pickup services are not available from airport branches and may be limited at some rural locations due to mileage restrictions.

Rates include Collision Damage Waiver (CDW) and third party liability. CDW will negate Enterprise's right to collect for damage to the rental vehicle from the renter. This reduces risk of additional claims against an existing auto policy, reducing exposure while on University business.

2. Northern Car & Truck Rental

626 W. Lackawanna Avenue

Scranton, PA 18503

Contact: Bill Fitzgerald

Phone: 346-3300

Fax: 346-6106

Hours:

Monday-Friday: 8:00 AM - 5:30 PM

Saturday: 8:00 AM - 2:00 PM

Sunday: 9:00 AM - NOON

Cancellation Policy: 24 hours' notice

Vehicle Rental Rates:

Vehicle Size	Daily
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Mid/Full Size	\$45.00
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7/8 Passenger Van	\$65.00
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10 Passenger Van	\$100.00
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Cargo Van	\$45.00
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Cube Van	\$55.00
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Please contact Northern Car & Truck Rental for travel outside the tri-state area.

Please contact Bill Fitzgerald for quotes unique to your particular circumstances, weekly rates and other types of vehicles will be quoted also.

Above rates based on 24-hour rental. Additional charges apply over the 24-hour rental.

3. Avis Rent -A -Car Corporate Program

<https://www.avis.com/car-rental/avisHome/home.ac>

Avis Worldwide Discount (AWD) number is: L464597

Please include this on all reservations.

For personal and/or business rentals, please provide the Avis Worldwide Discount (AWD) number **L464597** to the Avis reservations agent. When booking your reservation, always ask for the best rate available. You should make sure the referenced AWD number appears on every rental agreement to receive the up to 30% off discount.

To receive Preferred Service, the service that allows you to bypass long lines, please complete a Preferred Renter enrollment form. These forms are available at www.avisawards.com, click on Preferred Service. Be sure to note **L464597** where the form asks for your company's AWD number.

For questions regarding our Avis program, please contact the Sales Support team at 800-222-2847 or

Ben Ziarnik
Avis Rent A Car System, LLC
Sales Associate
866-380-8232 x4391
ben.ziarnik@avisbudgetsolutions.com