

Hollins University	Effective 1/1/09 Revised 10/16/18
Re: Rental Cars for Business Travel	Preferred Rate National Car Rental and Enterprise Rent-A-Car
(Car Rental Policy)	Account # XZ21118

Scope:

This policy applies to all employees of Hollins University.

Purpose:

To outline the best practices and requirements for renting vehicles used to conduct business for the university. The goal is to establish a standard for authorized car rental expenses that abides by the university's Strategic Plan for Carbon Reduction to minimize carbon dioxide emissions stemming from vehicle use and, at the same time, minimize costs. The university's Energy Conservation Guidelines are accessible via my.hollins.edu. It is university policy to reimburse employees for allowable mileage or rental car expenses.

General Policy Statement: (this becomes part of the university's current Travel and Entertainment Policy)

All university employees on university business are asked to seek a balance between minimizing carbon dioxide emissions stemming from vehicle use and minimizing costs and asset depreciation.

- For travel *less than 75 miles/day*
 - Employees may utilize their own vehicles and receive mileage reimbursement.
- Roundtrips *greater than or equal to 75 miles/day*
 - All university employees are encouraged to use the Enterprise Rental Car and National Car Rental Programs in an effort to minimize economic costs and assets. Employees should consider certified hybrid electric vehicle rentals and other fuel efficient options available through Enterprise and National.

Enterprise Green Initiatives Links:

www.keystogreen.com

www.arboday.org/enterprise

Process:

Effective 8-1-2010, Enterprise Rent-A-Car and National Car Rental are the preferred car rental supplier and will provide rental vehicles to Hollins University employees in North America for business travel. Rentals are available to any employee who is eligible to receive the mileage allowance for travel more than 75 miles in a 24-hour period or average more than 75 miles per day on a longer trip. For trips of less than 75 miles, eligible employees may use their personal vehicles and have their mileage reimbursed through an expense report. Current allowable mileage reimbursement stands at \$0.56 per

mile. Employees who originate a car rental outside of Roanoke (i.e. airport) should secure their rental vehicle either through National Car Rental or Enterprise Rent-A-Car.

Reservations:

Enterprise Rent-A-Car

Enterprise is still the local preferred car rental supplier. An employee can reserve a vehicle in one of several ways by referencing Account # **XZ21118 Hollins University** and reserve through Enterprise Corporate Travel Center, or by calling Enterprise's local rental branch during business hours, or by calling 1-855-266-9565, or by accessing the website at www.enterprise.com. Please note that reservations are to be made 24 hours in advance for guaranteed vehicle class.

National Car Rental

If you are traveling nationally, please use National Car Rental by accessing the website at www.nationalcar.com. Choose: more options and enter the university's discount code **XZ21118** at Contract ID or you may call 1-800-468-3334. You are also eligible for complimentary membership in The Emerald Club® and can enroll at the National Car Rental website.