



Car Rental Program Guidelines

As per the Institute's Travel Policy, Cars should be rented by travelers only when other means of transportation are unavailable, more costly or impractical. The use of the Company's preferred car rental suppliers is required for all car rentals assuming one is available. The Institute has contracted with Enterprise Rent-A-Car to offer employees and students access to a discount and benefit package that is not available to the general public:

- Preferred vendors are Enterprise and National. Damage waiver and liability insurance included in cost of rental.
- Based on your profile in Concur, if your profile has National Direct Billing number ending in 49491, the charge will be applied to the Institute account. If your profile has your individual Emerald Club account information, the charge for the rental **will be applied to the personal credit card** associated with your Emerald Club account. Enterprise and National will not charge additional fee for drivers age 21-24.
- Driver 21-24 can rent 'specialty vehicles', including vans at any Capital District location.
- Driver 18-20 can rent up to intermediate vehicle with the additional of a \$24/day surcharge (this represents a discount from the \$66/day fee normally assessed). 48 hour notice is required. This applies to both Enterprise and National reservations.
- Enterprise will direct bill international rentals and rates are inclusive of insurance. Travelers should confirm with local ERAC representative for any additional local incidental charges that may be required. A personal credit card will be required in these instances.
- National will not accept a direct bill for international or Emerald Club rental reservations.
- Vehicles up to and including full-size cars are approved for travel into Canada. Specialty vehicles, including vans and sport utility vehicles may not leave the US.
- Additional driver names not required for faculty/staff/student rentals at time of reservation.
- Enterprise locations are primarily found outside airport facilities and **do not** offer the ability to bypass the rental counter check-in process. National locations are typically found in airports and **do offer** their Emerald Club rewards members the ability to bypass check-in and choose their own vehicle at select airports.



The Institute will allow for Child Albany Travel to fulfill reservations made using an individual's Emerald Club membership on the condition that the traveler pays in full for the cost of the rental and submits the expense for reimbursement in accordance to the Institute's Travel & Expense policy. Emerald Club reservations may not be directly billed to the Institute. Reservations made with an Emerald Club membership are subject to the following conditions:

- 1) Individual must establish an Emerald Club membership prior to reserving their rental vehicle. A personal credit card must be used to secure the reservation; National will not accept debit or declining balance cards.
- 2) These reservations are not treated as tax-exempt transactions as the Institute is not directly paying for the vehicle.
- 3) A mid-size car should be requested at the time the reservation is made. When available, a full-size vehicle may be selected at no additional charge.
- 4) Supplemental insurance will not be reimbursed and should be declined by the traveler. The Institute contract rate (including the bundled insurance) is included in the base price of the rental.

Please make every effort to utilize the most cost-effective mode possible for your transportation needs. Feel free to contact Travel-Expense_Support@rpi.edu directly with any questions or concerns.