

Excerpt from UPP 1-09 Travel Policy

Automobile Rental

Cars may be rented when other means of transportation are unavailable, more costly, or impractical. A car is to be rented with regard to business need, rather than personal convenience.

The type and/or size of the car being rented should depend upon safety considerations, length of trip, weather conditions, number of people to be transported, etc., with every effort made to rent the most economical vehicle available that will meet the specific business need involved.

Reservations should be made as far in advance as possible and in such a manner that the best available rate is obtained.

- When picking up the rental car, individuals should verify that the lowest available rate is being applied.
- Vehicles should be returned to the rental agency with a full tank of fuel, since rental companies normally assess a cost surcharge for this service. If you choose to purchase fuel at the commencement of the rental, you will not incur additional fuel and service charges, but you will not receive any credit for fuel left in the car at the time of return. When the car is returned, verification should again be made before payment occurs.
- Receipts, covering all expenses associated with any car rental, must be attached to the Travel Expense Reimbursement Form.

All drivers that may operate the vehicle are to be listed on the Rental Agency contract. Each Rental Agency has their own respective contract. Usually, all drivers of the vehicle must be listed on the Rental Contract and must be in compliance with the Rental Agencies requirements; i.e., age, licensing, etc.

Charges for accessories, such as cellular telephones, must be documented on the Travel Expense Reimbursement Form and may not be reimbursed unless approved by the department director or vice president.

Rental Car Insurance/Accidents:

When renting a car in the United States, its territories and possessions, Puerto Rico and Canada, decline the collision and personal accident insurance. Any accident involving a rental car should be reported promptly to the police, the car rental company and the university's Risk Management office at (414) 288-6806 during normal business hours (8:00 AM - 4:30 PM). In the event of an emergency, contact Marquette's Public Safety Department at (414) 288-6800 (available 24 hours a day).

"Insurance Identification Cards" and "Certificates of Insurance" are available from Risk Management.

Should the driver of the vehicle become involved in an accident, the driver's Responsibility Center/Grant account will be held responsible for payment of the university's insurance deductible.

When renting vehicles in areas outside the United States, its territories and possessions, Puerto Rico and Canada, departments are required to obtain vehicle insurance from the rental agency within the country in which they are traveling on university business. The university's vehicle insurance policy does not provide for coverage outside of the above stated countries and territories.

Traffic Laws

While traveling on university business, all persons are expected to comply with all Federal, State, and local laws and other ordinances, including traffic laws, while operating any motor vehicle. Any fines or other bailments, resulting from the violation of any law by a university representative, will be considered a personal matter and an expense not reimbursable by Marquette University. Seat belts are required to be worn when traveling by vehicle on university business.