



CAMPUS CORRESPONDENCE

To: President Jimmy B. Eads
Chancellor Michael Martin
Deans, Directors and Department heads

From: Donna K. Torres, CPA
Associate Vice Chancellor for

Subject: Travel Policy Changes Effective January 1, 2010

The State of Louisiana has entered into a State Motor Pool Rental Contract for Business Travel with Enterprise Rent-A-Car. In accordance with this contract, the University Travel Regulations, PM-13, has

- There is no state contract for vehicle rentals outside of Louisiana. The discounted rental vendors listed on the Accounts Payable & Travel website must be selected or a lower rate should be sought.
- For in-state travel, vehicle rentals or university vehicles, when available, should be used by any employee eligible to receive the mileage allowance. For in-state travel less than 100 miles, employees could use a university vehicle when available, rent a vehicle if determined to be in the best interest of the university, or use their personal vehicle and receive a mileage reimbursement not to exceed a maximum of 99 miles at 48 cents per mile.
- Employees using their personal vehicle for university business should ensure they are adequately covered under their personal insurance policy. State law requires that the collision damage up to \$1,000.
- In order to prevent unnecessary costs, employees should not make vehicle rental reservations at airport locations.
- Employees may reserve an Enterprise rental vehicle in several ways using the Corporate ID Number NA1043 and Company Name/PIN Number – STA:
 - o Call a local Enterprise rental branch directly (during business hours)
 - o Call 1-800-Rent-A-Car (24 hours/day)
 - o Access the LSU Accounts Payable & Travel website under the Travel section

NOTE: Reservations are to be made 24 hours in advance of guaranteed vehicle class/size

- Payments for vehicle rentals can be made using the LaCarte card, an employee's corporate travel card or other personal credit card.
- Gasoline for the university vehicles should be purchased via a university FuelTrac card. Gasoline for vehicle rentals may be purchased using the LaCarte card.

The revised PMA 23 incorporating the summarized changes will be available on the EOC System website soon. A summary of the State Motor Pool Rental Contract for Business Travel is attached to this memo for your information.

If there are any questions or concerns regarding any of the changes, please call me, Patricia Gremillion or a member of the Travel staff.

Travel Staff Contact Information

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Base Rental Charges

Vehicle Class	State Motor Pool Rental Contract Daily Rate*	State Motor Pool Rental Contract Weekly Rate*	State Motor Pool Rental Contract Monthly Rate*
Compact	32	176	640
Mid-size/Intermediate	34	187	680
Standard Size	36	198	720
Premium	46	253	920
Mini-van	54	297	1080
Medium SUV	55	303	1100
Large SUV	90	495	1800
Large Truck	51	281	1020
Cargo Van/Truck	51	281	1020
15 Passenger Van	90	495	1800
Hybrid Standard	48	204	500

* Includes CDW/Damage Waiver and Liability Coverage Insurance

- Weekly rates will be calculated at five and a half (5.5) times the daily rate
- Monthly rates will be calculated at twenty (20) times the daily rate
- ½ day rates of 4 hours or less are available at 75% of the daily charge. No hourly or ½ day charges shall ever exceed the daily rate listed above.
- Base Rental Charges apply to Enterprise locations in Louisiana

Rental Location Surcharges

In addition to the applicable Base Rental Charges set forth above, Rental Location Surcharges are assessed as follows:

Location	Airport Charge	Consolidated Facility Charge	Airport Access Fee
New Orleans	\$6.20/day	11.11%	
Baton Rouge	\$3.75/day	11.11%	
Lafayette	N/A	11.11%	
Lake Charles	\$3.00/day	11.11%	
Shreveport	N/A	12%	

Enterprise will provide the following:

- Free upgrade if allowed/needed size vehicle is unavailable
- No charges for additional drivers
- 24/7 Roadside Services
- Rates include unlimited mileage for all rentals based out of Louisiana
- In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation Enterprise will start rental charges at 7:30 am the morning in which the rental is needed with pickup before the close of business the night prior.
- Overtime grace period of 59 minutes
- Rate 1/2 daily rate for each hour over rental time in contract
- Allowance of age 18 or older to drive rental vehicles with valid driver's license, and age 25 or older to drive a 12 and 15 passenger van when meeting Enterprises other normal renter qualifications. 18-20 year old renters will be limited to intermediate size vehicles and below and be assessed a \$5/day surcharge.