

ENTERPRISE VEHICLE RENTAL PROCEDURES

RENTING A VEHICLE to be used from the Tri-Cities, the person requesting the vehicle is responsible for scheduling the rental through **Enterprise Car Rental at the Tri-Cities Airport 547-3310 using account 45WA554.**

Five working days are required to ensure vehicle availability and more time for vans, as they are limited.

Please notify Enterprise Car Rental of any cancellations as soon as possible.

Use intermediate car or full size car, depending on number of persons traveling.

Please make notation on Travel Authorization of why you need to upgrade to a larger, more expensive car such as a 4 x 4 (this must be approved in advance). Exception – Group Travel, which of course, uses larger vehicles, mini-vans etc.

If you are flying and have requested a rental car on your Travel Authorization, your reservation will be made by the Business Office and will be included on your travel itinerary.

1. **INSURANCE:** If the Enterprise front desk person mistakenly asks if you want additional insurance – say “No.” The contract already includes the extra insurances. **The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident. (SAAM 12.20.05) All passengers need to be listed on the Travel Authorization.** (Note: If CBC travelers choose to drive their own personal vehicles, the traveler’s personal insurance is always primary. The state only provides liability coverage for employees operating state-owned motor vehicles such as the CBC Astro Van).
2. **UPGRADES:** If Enterprise does not have the car classification you reserve, they are to upgrade you to a higher car classification at no extra charge to CBC. Any upgrades after the fact need to be noted on the rental receipt you are required to attach to your expense voucher after your trip.
3. **FUEL:** **You must fill the tank before returning the vehicle.** Enterprise Car Rental charges us a very high amount if they fill the tank. Gasoline should be purchased only at the self-serve island. **Do not sign up for the fuel pre-payment option with Enterprise.**
4. **RECEIPT:** You must obtain an itemized receipt from Enterprise to attach to your Travel Expense voucher, if you do not receive one or the counter is closed go to: https://www.enterprise.com/car_rental/ticketReceiptRequest.do The Business Office needs this information for reviewing and paying the Enterprise invoices.
5. **CAR CLASSIFICATIONS:** The following car classifications are covered under terms of the state contract with Enterprise. **CBC travelers should always travel at the least expense to the state as much as possible (SAAM 10.10. 20.1).** Because of the extra insurances provided by Enterprise, any personal upgrades in car classifications that are not covered under the contract terms are not approved for CBC travel.

Compact \$31.15	Intermediate Standard Car \$33.04	Full Size \$35.62	Minivans * \$53.47 (group travel)	4x4 Vehicles *Small SUV- 5 Passenger \$54.51 (road conditions)
Hyundai Accent, Kia Rio, Nissan Versa, Suzuki SX4, Toyota Yaris or similar	Chevy Cavalier, Cobalt, or Malibu, Ford Focus or Fusion, Dodge Neon, Caliber, or Avenger, KiaSpectra, Optima, or Rondo, Hyundai Elantra, Mazda 3, Nissan Sentra or similar	Chevy Impala Ford Taurus Toyota Camry, Honda Accord Pontiac G6 or Grand Prix, Nissan Altima, Mazda 6, Dodge Charger, Mitsubishi Gallant or similar	Mini Vans (6-passenger) Dodge Caravan, Chevy Venture, Ford Windstar, Pontiac Montana or similar	Requires preapproval on Travel Authorization Ford Escape, Jeep Liberty or similar
Unlimited mileage	Unlimited mileage	Unlimited mileage	Unlimited mileage	Unlimited mileage
			NOTE: 12 or 15 Passenger Vans are no longer used by CBC Travelers.	NOTE: Large SUV's that hold 7-8 passengers are NOT authorized by the college for CBC travelers.

If you have questions about Enterprise Car Rental procedures, please call Ext. 2702.