

Step 1: USI Authorized Driver

The process and requirements for becoming a USI Authorized Driver have changed. Refer to the [Risk Management](#) webpage for additional information.

Step 2: Complete a Pre-Approval (PA)

Complete a PA in Emburse Enterprise (formerly Chrome River) for trips with USI's financial support. Include the cost of a rental vehicle and other applicable expenses (fuel, parking). After your PA is fully processed, you will receive an email notification that your USI Travel Card (TCard) is available for trip purchases.

- *Note: If you plan to use a personal card to pay for your trip's expenses, then you must still enter a PA in Emburse to be reimbursed.*
- *Note: Don't have a TCard? Request one by going to the Travel Procurement [TCard](#) webpage.*

Step 3: Booking a Rental Vehicle

Go to Travel Procurement's [Vehicle Rental](#) webpage and reference the **Vehicle Rental Guides** section for the following guides:

- [Making Enterprise Rental Vehicle Reservations](#)
Use the above guide for the following types of trips:
 - Local and non-local reservations for employees
 - Local reservations for multiple vehicles when employees and students will be the primary drivers. Local branches are familiar with USI and allow one Travel Card (the employee's) to be used to pay for multiple vehicles. This is not true for non-local rentals (see next guide).
 - Note: Make separate reservations when multiple vehicles are needed.
- [Making Enterprise Rental Vehicle Reservations Using an Enterprise Billing Account](#)
Use the above guide for the following types of trips:
 - Local and non-local reservations when a student will be the primary driver.
 - Non-local reservations for multiple vehicles when employees and students will be the primary drivers.
 - Note: Make separate reservations when multiple vehicles are needed.

Step 4: Pickup of Enterprise Rental Vehicles

Visit the local Enterprise office with a confirmed reservation, sign the rental agreement, and collect the vehicle.

- Check with the Enterprise office to see if you may leave your car parked at the location while traveling, or if parking is unavailable and you need someone to drive you to Enterprise.
- Be aware of the business hours for the Enterprise location you selected, especially if you need to pick up or drop off during the weekend days or evening hours.

Step 5: At the Enterprise Office -- **Before** you sign the Rental Agreement

1. **Decline all insurance** the rental car company offers because USI's insurance policy covers you. As a result, you will not be reimbursed for the cost of any insurance coverage that you may choose to accept.
 - *Note: For international rentals only: Risk Management strongly recommends you accept the insurance coverage provided by the car rental company in your destination country. Doing so ensures you have the coverage required by the laws of your destination country. The cost of this rental vehicle insurance is eligible for reimbursement as a business expense, provided you are approved to use a rental vehicle and have sufficient travel funds.*
2. Review the rental vehicle and notify the car rental company of all damages (scratches, stains, markings) before leaving the car lot.
3. The TCard has USI's tax exemption number embossed beneath the cardholder's name. Verify with the Enterprise agent that your business rental will be state tax-exempt because you are paying with the USI TCard.
 - *Note: Tax exemption only applies to rental reservations within the state of Indiana*
 - *Note: If an Enterprise Billing Account is used, a credit card is not presented when the vehicle is picked up.*

Step 6: On the Road

Print and take with you the following documents found on Risk Management's website:

<https://www.usi.edu/risk-management/driving-for-usi>

- USI's Auto Insurance Certificate – THIS IS YOUR PROOF OF UNIVERSITY INSURANCE COVERAGE
- Vehicle Accident Report Form

Step 7: Returning Rental

Return all vehicles with the same amount of fuel indicated on the rental agreement. A fuel charge will be applied if the vehicles are not returned with the same amount of fuel indicated.

When returning the vehicle to the rental company, review it again and note any new damage (such as scratches, stains, or markings) before paying. If feasible, then review the vehicle with a representative from the rental car company.

Verify Indiana sales tax is not charged for rentals picked up within Indiana. This does not apply to rental agencies you rent from in other states.